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Consumer Price Index Commodities and Services Data Collection Manual CPI Revision

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PREFACE

This manual has been prepared to provide the procedures and supplemental information needed to collect data for the Consumer Price Index (CPI). Its length and detail attest to the importance of the data collection activity to the CPI. Every effort was made to effectively present the data collection procedures.

As a first step, some realization of the objectives of the CPI and the part the Field Representative plays should be understood. The objective of the CPI is to measure the change of prices consumers experience over time. The measurement is accomplished by selecting a relatively small group of unique items and services in a small group of cities and stores which represent all purchases; obtaining prices for these same items and services at particular points in time; computing the changes; and publishing the results. Because a small number of prices is used to represent the movement of all prices, the need for accuracy in data collection cannot be overemphasized.

The pricing areas and stores are statistically preselected as are general categories of goods and services. Initially, a unique item must be selected and priced. This is done by Field Representatives once every five years for each city when the sample of items and stores is updated. When the item to be priced has been identified by the Field Representative, it is described on a prepared list and the price is recorded. The information is then sent to Washington and entered into a computer data base.

The same item is priced over time, for as long as possible. When the item or service is to be priced, the item's description and facts about the last pricing are sent to the Field Representative. When the description of the item or service does not match anything in the outlet, the Field Representative is responsible for selecting and pricing another item that closely matches the previous description.

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CHAPTER 1. INTRODUCTION TO THE CPI

An index is commonly viewed as a concept used only by specialists, yet it has great intuitive appeal. In general terms, an "index" is a tool that is used to measure the change over time in some value such as income or price. The Consumer Price Index (CPI), calculated and published by the Bureau of Labor Statistics, is designed to measure the change in prices of goods and services typically purchased by urban American consumers. The cost of housing, food, transportation, apparel and medical care are several of the major components of the CPI.

The data that are used to calculate the CPI each month are collected by Bureau Field Representatives on two separate surveys: Commodities & Services and Housing. The purpose of this manual is to present the rules and procedures for data collection on the Commodities & Services Survey.

A. THE CPI

The CPI measures price change by comparing the cost of a fixed set of goods and services (called a market basket) at current prices with the cost of the same market basket at prices prevailing during a reference period. The reference period now used in the CPI is 1967.

For convenience, the reference year 1967 is assigned the index number of 100. The value of the index in all subsequent time periods is determined in comparison with 1967=100. For example, the CPI for all items for all urban consumers was 316.1 in January 1985. This means that, on average, an item that cost $100 in 1967 would cost $316.10 in January 1985. (Or, from another approach, the cost of an item in January 1985 would be approximately 3.2 times the cost of the same item in 1967.)

Movements of the index from one month to another are usually expressed as percent changes rather than changes in index numbers. This is because index numbers are affected by the level of the index in relation to its reference period while percent changes are not.

B. USES AND IMPORTANCE OF THE INDEX

Regular publication of the CPI dates back to 1921. Through revision and refinement, the index has evolved into a measure that is important to specialists and everyday consumers alike. Today, the CPI is the nation's most important measure of inflation. It is used and trusted both in Government and the private sector for a vast number of purposes.

Evaluating economic policy:

The CPI is used by decision makers in formulating and judging the effectiveness of national economic policy in both public and private sectors. In this role the CPI affects nearly everyone. Because inflation affects so many areas of life, the CPI becomes an important factor in public policy decisions ranging from price controls to management of the federal budget deficit. Similarly, the CPI provides important information for the private sector, shaping decisions on investment strategies and aiding in the estimation of consumer demand.

An approximation to changes in the cost of living:

The CPI is used to approximate changes in the cost-of-living for consumers. Thus, the CPI is often used in adjusting (i.e., indexing) income and transfer payments to compensate for changes in the purchasing power of the dollar. More than 8.5 million workers in the U.S. are covered by collective bargaining contracts which provide for increases in wage rates or pensions based on increases in the CPI. Largely as a result of statutory action, the index is also used to adjust the income of more than 50 million persons: These include almost 38 million social security beneficiaries, about 3.3 million retired military and Federal Civil Service employees and survivors, and about 20 million food stamp recipients.

Changes in the CPI also affect the 23 million children who eat lunch at school. Under the National School Lunch Act and the Child Nutrition Act, national average payments for those lunches are adjusted annually by the Secretary of Agriculture on the basis of the change in the CPI series, "Food Away from Home."

In addition, beginning in 1985, the federal income tax structure will be adjusted each year based upon the CPI. As part of the tax package legislated in 1981, this adjustment is intended to prevent inflation-induced tax rate increases.

To adjust other data to constant dollars:

The CPI is also used to adjust other economic data to constant dollars (i.e., to remove any effects of inflation). Data on important economic indicators such as retail sales and hourly and weekly earnings are adjusted based upon the CPI. In addition, many of the components of the CPI are used by the Department of Commerce in its analysis of the National Income and Product Accounts.

C. THE CPI IS MORE THAN JUST AN INDEX

The CPI-U and CPI-W:

The CPI is, in fact, many indexes. BLS calculates and publishes indexes representing two population groups. The index with the broadest application is the CPI for All Urban Consumers (CPI-U). The CPI-U is representative of the prices paid by about 80 percent of the U.S. population. The index for the second population group is called the CPI for Urban Wage Earners and Clerical Workers (CPI-W). The CPI-W is representative of the prices paid by about 40 percent of the U.S. population.

The CPI-W population includes those urban families with clerical workers, sales workers, craft workers, operatives, service workers or laborers in the family unit. The CPI-U population consists of all urban households in the U.S. In addition to all members of the CPI-W population, the CPI-U also includes professional and salaried workers, part-time workers, the self-employed, the unemployed, and retired persons.

Both the CPI-U and CPI-W populations specifically exclude persons in the military, in institutions, and all persons living outside of urban areas (such as farm families).

Multiple Indexes:

Within each of the two index populations, BLS calculates indexes over a wide range of aggregation levels from the very broadest (the national index for all items in all pricing areas) to the narrowly defined (the indexes for small groups of items in specific urban areas).

For example, within each index population, BLS calculates the national index for all items in all pricing areas and also calculates indexes for 28 specific urban areas (e.g., Baltimore, MD) and 16 designated combinations of region of the country and size of city (e.g., one index represents cities in the Western region of the U.S. with a population range of 75,000 - 385,000). In addition, BLS calculates indexes separately and in a variety of combinations for 207 smaller groupings of items called strata that make up the all-items indexes.

BLS calculates each of the index series in two formats:
1) unadjusted for seasonal factors and 2) adjusted for seasonal factors. The seasonal adjustment is designed to remove the effects of seasonal events (i.e., events that recur during approximately the same time each year). Examples of major seasonal factors include changes in the weather, model changeovers, and holiday sales.

D. PUBLICATION OF THE CPI

The monthly CPI is first published in a news release between the 20th and 25th day of the month following the month in which the data are collected. The release includes a narrative summary and analysis of major price changes, short tables showing percentage changes in major expenditure categories, and several detailed tables. Shortly thereafter, many more detailed tables are published in the monthly CPI Detailed Report.

Tables A. and B. below are reproduced from the January 1985 CPI Detailed Report.

Table A. Percent changes in CPI for All Urban Consumers (CPI-U)

Expenditure category	Seasonally adjusted								Unadjusted
	Changes from preceding month							Compound annual rate 3 months ended 1985	12 months ended January 1985
	1984						1985		
	July	August	September	October	November	December	January		
All items	.3	.4	.4	.3	.2	.3	.2	2.6	3.6
Food and beverages	.3	.5	.1	.3	.2	.4	.2	3.3	2.6
Housing	.5	.5	.5	.1	.2	.2	.1	2.1	3.9
Apparel and upkeep	.3	.8	.5	.7	-.1	-.1	0	-1.2	1.7
Transportation	-.2	0	.3	.4	.2	.2	.3	2.4	2.8
Medical care	.5	.3	.4	.6	.4	.4	.3	4.7	5.8
Entertainment	.4	.4	.4	.3	.4	.6	.3	5.7	4.4
Other goods and services	.9	.4	.4	.4	.5	.3	.9	6.7	6.2

NOTE: Seasonal adjustment factors have been recalculated to reflect developments during 1984. For this reason, some of the seasonally adjusted figures above and elsewhere in this release differ from those previously published.

Table B. Percent changes in CPI for Urban Wage Earners and Clerical Workers (CPI-W)

Expenditure category	Seasonally adjusted								Unadjusted
	Changes from preceding month							Compound annual rate 3 months ended 1985	12 months ended January 1985
	1984						1985		
	July	August	September	October	November	December	January		
All items	.4	.9	.5	.1	.1	.3	.2	2.1	3.3
Food and beverages	.3	.5	.1	.3	.2	.4	.2	3.1	2.5
Housing	.7	1.7	.8	-.3	-.1	.2	.1	1.1	3.4
Apparel and upkeep	.1	1.0	.6	.5	-.1	-.1	-.1	-1.2	1.6
Transportation	-.3	0	.4	.3	.1	.2	.3	2.2	2.9
Medical care	.5	.4	.4	.6	.4	.4	.3	4.7	5.9
Entertainment	.3	.4	.5	.4	.3	.6	.4	5.3	4.2
Other goods and services	1.0	.4	.3	.3	.4	.2	1.0	6.9	5.9

E. SOME PRELIMINARY DEFINITIONS

Although the CPI is calculated for two population groups (the CPI-U and CPI-W), for purposes of data collection, the CPI population is defined as all urban households in the U.S. excluding persons in the military, those in institutions, and all persons living outside of urban areas.

The two basic frames of reference for the Field Representative in data collection are items and outlets. An 'item' is a specific commodity or service that may be purchased by the CPI population. The items priced in the CPI are not limited to basic necessities. The types of items priced in the CPI range from laundry detergent to restaurant meals to college tuition. 'Outlet' is a general term used by the Bureau to describe the places in which prices are collected for these items. Outlets in the CPI range from the more typical grocery or department store to auto repair shops, doctor's offices, and movie theaters. The number and kind of items to be priced, as well as the areas and number and type of outlets where these items will be priced, are determined by the Washington Office through statistical analysis of data supplied by the Bureau of the Census and other sources. The processes of selecting areas, items and outlets for inclusion in the index are discussed in Part G of this chapter.

F. ITEM CLASSIFICATION

Commodities and Services in the CPI are classified in a four-tier system: Major Product Groups, Expenditure Classes (ECs), Item Strata, and Entry Level Items (ELIs). There are seven major product groups at the broadest level of classification:

- Food and beverages
- Housing
- Apparel and upkeep
- Transportation
- Medical care
- Entertainment
- Other goods and services

The major product groups are divided into expenditure classes (ECs) which, in turn, are divided into item strata. The item strata are further divided into entry level items (ELIs). There are 364 ELIs.

An ELI is not an item, but an item category. The ELI categories are still relatively broadly defined groupings of items (e.g., new cars or women's active sportswear). Each item category is assigned a 5-digit identification number. The first two digits in the identification number define the EC; the first four define the item stratum; and all five define the ELI as illustrated below.

The item structure for EC 40 Footwear:

	ELI Number
Expenditure Class:	
Footwear	4 0 * * *
Item Strata:	
Men's Footwear	4 0 0 1 *
Boys' and Girls' Footwear	4 0 0 2 *
Women's Footwear	4 0 0 3 *
Entry Level Items:	
Men's Footwear	4 0 0 1 1
Boys' Footwear	4 0 0 2 1
Girls' Footwear	4 0 0 2 2
Women's Footwear	4 0 0 3 1

An asterisk (*) in this illustration may be any digit from 0 - 9. Thus, for example, EC 40 Footwear includes all strata and ELIs with identification numbers beginning with 40.

Classification for most item categories extends only to the ELI level. However, for some item categories, the ELI is further defined by clusters. Each cluster is assigned a 2-digit extension of the ELI number. For example, ELI 40031 Women's Footwear, contains five clusters:

40031-01	Women's Dress and Casual Shoes and Boots
40031-02	Women's Sandals
40031-03	Women's Athletic Shoes
40031-04	Women's Rubber Footwear
40031-05	Women's Houseslippers

G. SAMPLE SELECTION

Ideally, the CPI would be constructed by measuring the price change of all goods and services purchased by all consumers. But this would be prohibitively expensive and time consuming. Practicality dictates that the CPI be constructed from a set of samples. It is constructed in accord with statistical methods that make it representative of the prices of all commodities and services purchased by the CPI population.

Area Selection:

The CPI is calculated from data collected in 94 urban areas across the country called Primary Sampling Units (PSUs). These 94 PSUs were selected on the basis of a number of criteria including region, population size, percent population increase from 1960 to 1970, major industry and several other factors.

Item Selection:

The market basket of items that is priced in the CPI is selected in two phases. In the first phase, the Washington Office selects item categories at the ELI level. Then, in the second phase, the

Field Representative selects a specific item (called a unique item) from within a selected outlet using probability sampling procedures. The ELIs selected by the Washington Office are used by the Field Representatives as their initial level of item definition within an outlet.

The sample of ELIs selected by the Washington Office is derived from detailed expenditure information provided by households (either families or single persons) in the CPI population. These data are collected by the Bureau of the Census for BLS using the Consumer Expenditure Survey (CE). The CE, as presently conducted, has two components, the interview and diary. In the first part, approximately 10,000 households are interviewed every three months over a period of fifteen months to obtain information on their spending habits. The second part is designed to supplement the interview portion of the CE and to obtain information on small, frequently purchased items (e.g., food and personal care products). To collect these data another 10,000 households keep diaries listing every item purchased during a two week period.

The results of the survey are tabulated by Census Region (i.e., each of the four Census Regions: North East, Midwest, South and West) in order to reflect regional differences in expenditure patterns. The probability of selection of an ELI is made proportional to the expenditure reported for that ELI.

The second phase of item selection is to select the unique item from within the designated ELI categories. This requires selecting a sample of outlets from which the goods or services are sold and then selecting the unique item from among the available products within the outlet.

Outlet Selection:

Outlets are selected from within the 94 PSUs. The Washington Office selects the outlets on either the basis of information gathered in the Point of Purchase Survey (POPS) conducted for BLS by the Bureau of the Census or information gleaned from a variety of other sources. The POPS is conducted by Census in a continuing format with one-fifth of the 94 PSUs surveyed each year. In the POPS, households are asked where they purchased various types of goods and services and the dollar amount of these purchases. This information is obtained for 168 categories of items (POPS categories).

The universe from which the POPS outlet sample is drawn is sorted by geographic location and POPS category with the probability of selection increasing with the value of purchases reported in each category for each outlet. From an analysis of this data, outlet sample frames are developed for each of the items covered by POPS categories.

The items not covered by the POPS are grouped together under the heading non-POPS. These include rent, utilities, insurance and several miscellaneous categories. Sample frames are developed for non-POPS outlets based upon information from the CE, other government agencies, industry sources, and the outlets that are eligible for selection (all those within the sample area). The probability of selection is proportional to the measure of size assigned to each of the outlets.

Once the sample frames for outlets and ELI categories are complete, the two sets of data are integrated. The selected ELIs are assigned for initiation in the selected outlets that have reported purchases for the POPS category that contains the specific ELI. The number of ELIs assigned for initiation in each outlet varies widely and is controlled by the need to meet certain statistical reliability requirements as well as cost constraints. The result of the sample selection process in the Washington Office is a set of areas, and within each area, a specific set of outlets, and within each outlet, a specific set of ELI categories.

H. THE ROLE OF THE FIELD REPRESENTATIVE

There are two broad areas of responsibility for the Field Representative in data collection: 'initiation' and 'pricing.'

During initiation the Field Representative will extend the item sampling process to the outlet where he/she will select a unique item. For each ELI assigned for initiation, the Field Representative will use a multistage probability sampling procedure called disaggregation to select the unique item from the available products in the outlet. The Field Representative then describes the unique item using a form known as a checklist. The checklist provides a method for recording a complete description of the selected item, allowing both the Field Representative and the Washington Office to identify that item in the future. On this form, when the item is first selected, the Field Representative also records the price of the item and the price related data elements of size, quantity, and sales tax.

The second broad area of responsibility for the Field Representative is pricing. Pricing is the ongoing process of updating the price and price related data for each of the items selected during initiation. The Field Representative will return at regular intervals to each of the outlets where ELIs were initiated in order to record the current prices of the selected items. The Field Representative uses the description of the item as recorded on the checklist to identify the item. If the Field Representative finds that an item has changed or is no longer offered for sale in the outlet, there are procedures for selecting a comparable substitute item.

It will be seen throughout this manual that there are many procedures used in both initiation and pricing. Thus, although initiation occurs infrequently, (in most cases initiation is needed only once every five years when the outlet and item samples are rotated), the overlap in the use of procedures between initiation and pricing requires that the Field Representative has a firm understanding of both areas.

I. ITEM WEIGHTS

The goods and services that make up the fixed market basket vary widely in their importance in the overall budget of the consumer. The proportion of the average consumer's budget devoted to food, for example, is greater than the proportion spent on apparel. To account for this, a measure of importance, or weight, is assigned to each item in the market basket. The weight of an item is derived from the expenditure on that item as estimated by the Consumer Expenditure Survey (CE). The item weights are used together with the collected prices for the respective items, in a specified period, to calculate the cost of the market basket in that period.

J. AUTHORIZATION FOR THE SURVEY

Law 29 United States Code 2 authorizes BLS to collect data for the purpose of producing various price statistics. However, Law 29 U.S.C. 2 does not make participation in BLS surveys mandatory. BLS relies on the voluntary cooperation of outlets and establishments to complete the surveys.

In practice this means that whenever it is necessary to obtain authorization to price at an outlet, Field Representatives are required by law, before collecting any data, to inform the authorizing official of the outlet that participation in the survey is voluntary, that the information they provide will be kept confidential, and that this information will be used only for statistical purposes. Thus, Field Representatives must make this statement whenever a new outlet is initiated, or whenever the highest level respondent in the outlet (i.e., store manager or owner) is changed. In succeeding interviews (whether telephone or personal visit) Field Representatives are not required to repeat this statement unless authorization to price in the outlet is again required.

Field Representatives are not required to repeat this authorization/confidentiality statement in the following circumstances:

- when only an off-site authorizing official (e.g., district manager or corporate official) is changed;
- when only a lower level respondent (e.g., a store clerk) is changed;
- when initiating an overlap outlet;
- when initiating or pricing in an outlet for which a Central Office Clearance has already been obtained;
- when contacting respondents/authorizing officials who have been contacted previously for pricing or reinitiation by another Field Representative.

Field Representatives are not required to make this authorization/confidentiality statement when telephoning to obtain the names of company officials to whom letters will be sent, nor to refine sampling unit characteristics.

However, Field Representatives are always required to respond affirmatively when asked if participation in the survey is voluntary. Commodities & Services data collection forms contain the following statement: "This report is authorized by Law 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely."

K. CONFIDENTIALITY OF THE SURVEY

All data collected by BLS is confidential. The data are for statistical analysis only and are not made available in an identifiable form to individuals or to public or private agencies. The identity of the outlets and the officials who provide the data also must remain confidential.

It is the responsibility of the Field Representative to maintain the confidentiality of the data they collect by preventing the schedules from being seen by unauthorized persons. Officials for the outlet (i.e., authorizing officials and respondents) may be shown the schedule for their own outlets; however, these officials may not be shown the schedules for other outlets.

SECTION I. OVERVIEW

When sample selection is completed in the Washington Office, the sample is assigned to the field for initiation. The assignment consists of a set of outlets and, within each of the outlets, a specific set of ELI categories to be initiated. During initiation, the Field Representative has seven principal tasks:

- Verify the name and location of the outlet.
- Determine whether the outlet satisfies specific outlet eligibility rules.
- Determine whether the outlet sells any items that satisfy specific item eligibility rules.
- Select a unique item from within each of the ELI categories assigned.
- Describe each unique item.
- Record the current price and price related information of the unique item.
- Obtain Percent of POPS for specific ELI categories.

This section of the Commodities & Services Data Collection Manual describes the standard forms used in initiation, the rules for determining outlet and item eligibility at initiation, the procedures for selecting and describing a unique item, and the rules and procedures for obtaining Percent of POPS.

CHAPTER 2. INITIATION

A. INTRODUCTION

B. ASSIGNMENTS FOR INITIATION

C. VALIDATION OF THE ASSIGNED OUTLETS

D. PROBLEMS WITH THE ASSIGNED OUTLETS

E. THE INTERVIEW

F. THE OUTLET INITIATION SCHEDULE
   I. FACESHEET INFORMATION
   II. THE QUOTE SUMMARY FORM

G. OUTLET ELIGIBILITY

CHAPTER 2. INITIATION

A. INTRODUCTION

Initiation begins with the assignment of an outlet and a set of one or more ELI categories for item selection within that outlet. This chapter describes how the assignments for initiation are received and the initial steps in initiation of verifying the name and address of the outlet, contacting the outlet, and determining if the outlet meets specific outlet eligibility requirements.

B. ASSIGNMENTS FOR INITIATION

The major portion of initiations occur when the sample of outlets is systematically updated. This is called 'sample rotation' and it will occur within a Primary Sampling Unit (PSU) once every five years. Initiations will also occur if it is found that the current sample is insufficient to support a valid index. In such a case, a supplemental sample (called a shadow sample) is specified for initiation. There are other circumstances under which initiation will be necessary and these will be discussed in Chapter 18, Reinitiations.

Individual ELIs for outlets previously initiated as well as new outlets with their corresponding ELIs may be specified for initiation. Each of the ELIs and outlets selected for initiation by the Washington Office is assigned to the appropriate Regional Office of the Bureau. The Regional Office then is responsible for assignment of the ELIs and outlets to specific Field Representatives. The procedures for initiation of an entire outlet are discussed in this section.[1]

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[1] Many of the detailed administrative duties necessary to initiation are not covered in this chapter, but are explained completely in Chapter 21, Operations - Sample Rotation, and in the Sample Rotation Operations Memorandum.

C. VALIDATION OF THE ASSIGNED OUTLETS

When the assignment for initiation is received, the Field Representative begins the process by validating the name and address of each of the outlets assigned. The name and address of each outlet is printed on the initiation facesheet for the specific outlet.[2]

To validate an assigned outlet, the Field Representative performs the following:

1) Locate the outlet.
2) Verify the name.
3) Verify the address.

If the information on the initiation facesheet does not match the information found in validation, refer to Part D, "Problems With Assigned Outlets," below.

D. PROBLEMS WITH ASSIGNED OUTLETS

To maintain the integrity of the sample design, every effort should be made to initiate each assigned outlet. However, Field Representatives can expect to encounter a number of problems such as sample deterioration due to the time lag between the Point of Purchase Survey and initiation, and difficulties identifying or locating assigned outlets due to incomplete or erroneous identifying information from the POPS data.

This manual cannot cover all situations which may be encountered. General guidelines are provided to facilitate the location of outlets when names and addresses are in error or incomplete. These procedures are designed to prevent the initiation of outlets other than those selected from the POPS data.

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[2] The initiation facesheet is described in Part F of this chapter.

Some of the most common problem situations are described below together with the procedures that should be followed in the event they occur. If you encounter other problem situations, contact Regional Office staff.

1. Outlet Without an Address

Consult local telephone directories to determine the correct address of the outlet. The assigned ELIs may provide an indication of the type of business.

If more than one location is listed in the telephone directory for the outlet named on the initiation facesheet, list all locations on a BLS 3400A - Disaggregation Worksheet and select one using the equal probability method of disaggregation. (Disaggregation is discussed in Chapter 5.) Enter the address of the selected location on the facesheet in the space provided to the right of the address field.

If you are unable to locate an address for the outlet, contact Regional Office staff and enter Interview Code 24, "Unable to locate." (Interview Codes are explained in Part F of this chapter and in Chapter 13, Standard Codes and Messages.)

2. Incomplete Address

Addresses which lack street numbers or which are given as the junction or intersection of two streets are common. Consult local telephone directories for the exact address. If that fails, go to the location and question local merchants, postal carriers, or police officers. When questioning such sources, do not say why you want to find the store, so that the identity of all outlets in the CPI remains confidential.

If such questions do not help, canvass the intersecting streets for two blocks in each direction to try to locate the outlet. If you are still unable to locate the outlet, contact Regional Office staff and enter Interview Code 24.

3. Outlets not at the Location Listed

An assigned outlet may have moved, gone out-of-business, merged and/or changed its name since the POPS survey was conducted. In some instances, the street number provided may be incorrect or there may be an error in the spelling of the outlet name.

a. Try to determine if the error is a minor reporting error, e.g., name misspelled, address a few numbers off, etc. If the correct outlet can be found and there is reason to believe it is the same outlet as listed on the facesheet, initiate the outlet and correct the facesheet.

b. If the outlet is not located at the address provided, determine whether the outlet is still in business and has relocated. If the outlet has relocated and the distance between the designated location and the new location is 1/2 mile or less, initiate the outlet at the new location. Correct the facesheet and appropriate control forms (see the Sample Rotation Operations Memorandum). Complete an SO-608A informing the Washington Office of the changes. If the distance between the designated location and the new location is more than 1/2 mile and no other outlet is now located at the designated location, complete an SO-608A providing as much information as possible about the move (e.g., how far the outlet moved, whether or not the clientele has followed the outlet, etc.). Take no other action until you receive instructions from the Washington Office on whether or not to follow the outlet to its new location. If you do not receive the Washington response before the end of the initiation period, enter Interview

Code 19, "Unable to price during pricing period."

c. If the outlet is no longer in business, or has moved a distance of more than 1/2 mile and another firm is occupying the designated address, determine if the new firm carries any of the assigned ELIs. If any of the assigned ELIs are available, initiate the outlet. Correct the facesheet and appropriate control forms (see the Sample Rotation Operations Memorandum). Notify the Washington Office of this change on an SO-608A, giving the old and new outlet name, and type of business.

4. Actual Outlet Name Differs From Assigned Name

It may happen that the name on the facesheet is the name of the parent company rather than the trading name of the outlet. In other cases a person's name appears as the "outlet name" - usually this person is the proprietor.

When the outlet name on the facesheet is not the trading name of the outlet at the assigned address, ask the outlet to determine if the name given is that of the parent company, the owner or someone else who works there. If this is so, you can assume that you are in the right outlet. Correct the facesheet to show the actual trading name as the Outlet Name. If no one in the outlet recognizes the name on the facesheet, follow the instructions in 3) above, "Outlet Not at the Location Listed."

5. Outlet Name is that of a Shopping Center or Office Building

In some cases the name and address on the facesheet is the name of a shopping center or office building and not the name of an individual outlet. Try to determine which stores in the shopping center sell all or most of the ELIs assigned for initiation. List those stores on a Disaggregation Worksheet and rank them to the best of your ability. (Consider the size of each store, the amount of space devoted to the assigned ELI(s), etc.) Apply disaggregation procedures for ranking and select one store. Enter the name and address of the selected store on the facesheet and initiate it. If the selected outlet refuses to cooperate, contact Regional Office staff and enter Interview Code 21, "Refusal." Do not go to another store in the shopping center.

6. Outlet with more than one Outlet Number

A single location of an outlet may have more than one schedule, each with a different outlet number. Generally this occurs when different names and/or addresses were reported for the same outlet during the POPS survey. For example, a home repair service may be in the Outlet sample as Bill's Roofing and as William Q. Public, Roofing Contractor.

When there is more than one schedule for an outlet, carry all schedules into the outlet and initiate all assigned ELIs. Do not alter the outlet numbers or quote codes. Maintain the outlet number and quote codes as assigned for each outlet.

When the same ELI is assigned for pricing on more than one schedule, disaggregate the quotes together in B, C, and D PSUs. In all A PSUs disaggregate the quotes independently.

Similarly, you may be assigned to initiate an outlet that is already in the sample. Initiate all quotes assigned on the new schedule using the outlet and quotes codes as assigned on the schedule. Continue to price all quotes on the existing schedule.

A similar situation will occur if an outlet you select in a shopping center is already in the sample.

When two or more schedules apply to the same outlet, assign all schedules to the same pricing period and assignment number. The Washington Office cannot combine schedules for the same outlet.

E. THE INTERVIEW

When an outlet is to be initiated the Field Representative may (at the discretion of the appropriate Regional Office) contact the outlet in advance of the initiation visit with an introductory letter. (A letter from the Commissioner is included in Appendix I.) This letter gives a short explanation of the CPI program and its importance and provides an introduction to the Field Representative's interview.

All initiations must be conducted in a personal visit. Upon arrival at the outlet the Field Representative must obtain permission to collect data from a knowledgeable official in the outlet. The Field Representative briefly describes the CPI program and explains in general the kind of information needed. The official can then decide the most appropriate person in the outlet (i.e., the respondent) to be interviewed and to provide the information.

Interviewing techniques can be complex and are developed chiefly through training and the experience of the Field Representative. There are several general guidelines:

* Prepare for the interview and know exactly what data will be required from the outlet.

* During the interview, attempt to impart to the respondent

READEX FICHE best copy available

the importance of the CPI and, therefore, the need for his/her cooperation in the program.

* Listen to the respondent; do not assume that the respondent understands what has been requested.

* Check the data that the respondent provides for reasonableness and accuracy.

* Ask further questions if the information provided is unclear, inconsistent, incorrect or incomplete. It is the responsibility of the Field Representative to make certain that the data provided are correct and appropriate.

F. THE OUTLET INITIATION SCHEDULE

The initiation schedule is BLS Form 3400. The outlet initiation schedule consists of the following forms:

1. Initiation Facesheet
2. Quote Summary Form
3. SO-614
4. ELI Selling Season Reporting Form (for Nonfood ELI categories that are Washington Office Designated Seasonal)
5. Percent of POPS Worksheet (for each POPS Category requiring Percent of POPS)
6. Checklist for each Quote

Form 3400 is a computer generated schedule containing identifying information about the outlet, provision for the Field Representative to enter additional information obtained in the interview about the outlet, and a list of the ELIs to be initiated in the outlet. In the following discussion, the field limitation for each of the data elements on the outlet initiation facesheet is specified, each of the elements is defined, and the action that the Field Representative must take is described. Following the description of the facesheet is an example and description of a Quote Summary Form. The remaining components of the initiation schedule --SO-614, ELI Selling Season Reporting Form, Checklist, and Percent of POPS Worksheet -- are discussed in later chapters as noted below:

a) SO-614 (Chapter 6, The ELI Checklist)

b) ELI Selling Season Reporting Form (Chapter 14, Seasonal Items: Initiation and Reinitiation)

c) Checklist (Chapter 6, The ELI Checklist)

d) Percent of POPS Worksheet (Chapter 7, Percent of POPS)

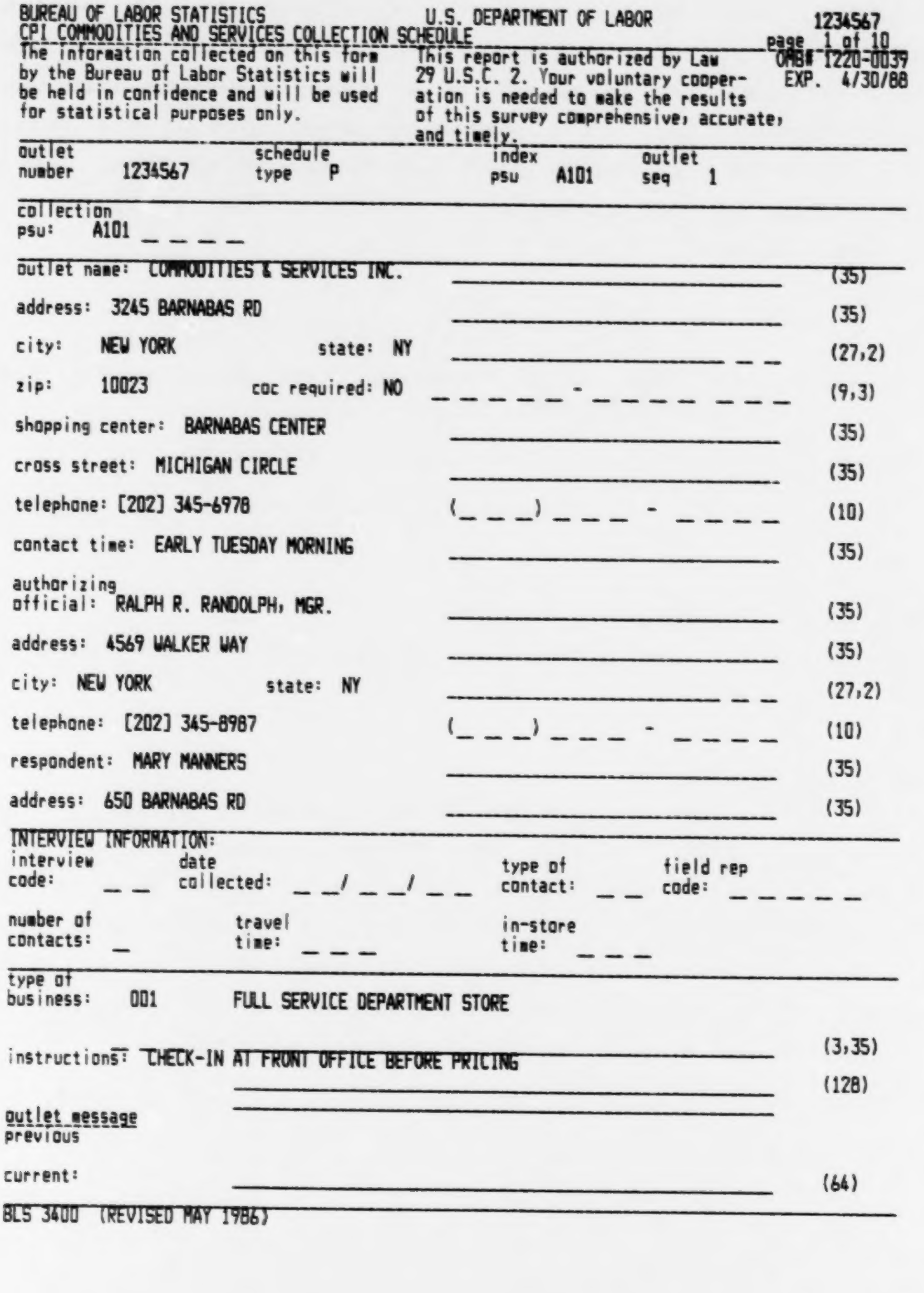
SECTION I. FACESHEET INFORMATION

An example of the Initiation Facesheet can be found on the following page.

Character Limits

Character limits for the blank data entry fields are located to the right of the data field in parentheses (e.g. [9,3] meaning there are two fields with the first item having nine columns allocated and the second has three columns as in the line containing the Zip Code/COC Required). The field lengths will, for your convenience, appear on the examples in this chapter but do not appear on the actual forms.

THE OUTLET INITIATION FACESHEET



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR 1234567
CPI COMMODITIES AND SERVICES COLLECTION SCHEDULE page 1 of 10

The information collected on this form by the Bureau of Labor Statistics will be held in confidence and will be used for statistical purposes only.

This report is authorized by Law 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

OMB# 1220-0039
EXP. 4/30/88

outlet number 1234567 schedule type P index psu A101 outlet seq 1

collection psu: A101 _ _ _ _

outlet name: COMMODITIES & SERVICES INC. ______________________ (35)
address: 3245 BARNABAS RD ______________________ (35)
city: NEW YORK state: NY ______________________ _ _ (27,2)
zip: 10023 coc required: NO _ _ _ _ _ - _ _ _ _ _ _ _ _ (9,3)
shopping center: BARNABAS CENTER ______________________ (35)
cross street: MICHIGAN CIRCLE ______________________ (35)
telephone: [202] 345-6978 (_ _ _) _ _ _ - _ _ _ _ (10)
contact time: EARLY TUESDAY MORNING ______________________ (35)
authorizing official: RALPH R. RANDOLPH, MGR. ______________________ (35)
address: 4569 WALKER WAY ______________________ (35)
city: NEW YORK state: NY ______________________ _ _ (27,2)
telephone: [202] 345-8987 (_ _ _) _ _ _ - _ _ _ _ (10)
respondent: MARY MANNERS ______________________ (35)
address: 650 BARNABAS RD ______________________ (35)

INTERVIEW INFORMATION:
interview code: _ _ date collected: _ _/_ _/_ _ type of contact: _ _ field rep code: _ _ _ _ _ _
number of contacts: _ travel time: _ _ _ in-store time: _ _ _

type of business: 001 FULL SERVICE DEPARTMENT STORE

instructions: CHECK-IN AT FRONT OFFICE BEFORE PRICING ______________________ (3,35)
______________________ (128)
____

outlet message
previous
current: ______________________ (64)

BLS 3400 (REVISED MAY 1986)

SECTION I. FACESHEET INFORMATION

DO NOT CHANGE THE FOLLOWING ELEMENTS OF THE FACESHEET

1) Outlet Number

- 7 digits (the seventh may be either a number or a minus '-' sign)
- A unique code entered by the Washington Office that is used to identify an outlet.
- No action by Field Representative.

2) Schedule Type

- 1 alphabetical character
- A pricing code where the letter P signifies regular pricing and the letter Q signifies quality control. Type Q schedules are used for process audit, and if received, the Field Representative should notify the PSU Coordinator or Regional Office Staff.
- No action by Field Representative.

3) Index PSU

- 4 alphanumeric characters
- Entered by the Washington Office and used to designate the Primary Sampling Unit (PSU) for which the data will be used in calculation of the index.
- No action by Field Representative

4) Outlet Seq - (Outlet sequence)

- 1 numeric digit
- A code used to arrange the sequence of schedules within an assignment.

DO NOT CHANGE THE FOLLOWING ELEMENTS WITHOUT APPROVAL FROM REGIONAL OFFICE STAFF

5) Collection PSU

- 4 alphanumeric characters
- Entered by the Washington Office and used to designate the PSU in which the data are collected.
- If the Outlet PSU is not correct, the Field Representative, after consultation with Regional Office staff, must enter the correct code.

6) Assignment Code

- 4 Alphanumeric Character Limit
- The Assignment Number is used at the discretion of the Regional Office to facilitate sorting pricing schedules. Entered by the Field Representative, the Assignment Number may be used to arrange schedules by Field Representative, geographic location, etc.

MAKE ENTRIES TO THE FOLLOWING ELEMENTS ON THE LINE TO THE RIGHT OF THE PREPRINTED ENTRY SPACE.

7) Outlet Name and Location Elements

Outlet Name

- 35 alphanumeric character limit

Address

- 35 alphanumeric character limit

City/State

- 29 alphanumeric character limit

Zip Code

- 9 numeric character limit

- The outlet name and location are entered by the Washington Office. The Field Representative must check each element for accuracy. If any of the elements is incorrect or incomplete, cross out the entire element and enter the correct information.

8) Central Office Clearance Required

- 3 alpha character (Yes or No)
- Entered by the Field Representative after consultation with Regional office staff, this code indicates whether clearance must be obtained from the central office of the outlet to collect prices (if the outlet is part of a larger firm).
- Determine whether the outlet is part of a larger firm and, if the outlet is, whether it is necessary to obtain permission from the central office of that firm to collect prices in the specified outlet. If permission (clearance) is required from the central office, enter Yes; if permission is not required or, if the outlet is not part of a larger firm, enter No.

9) Shopping Center

- 35 alphanumeric characters
- The name of the shopping center or office building in which the outlet is located, if applicable.
- Entered by Field Representative.

10) Cross Street

- 35 alphanumeric characters
- This is the nearest street intersecting the street on which the outlet is located, and is to be used as an aid in locating the desired outlet, if applicable.
- Entered by the Field Representative.

11) Outlet Telephone

- 10 Numeric Character Limit
- The area code and telephone number of the outlet.

12) Contact Time

- 35 Alphanumeric Character Limit
- Complete this element when the respondent indicates there is a particular time of day or day of the week when it is best for the Field Representative to return to the

outlet for pricing. The element may also be used to indicate store hours, for example, if the time of the visit does not make any difference. The element may also be used to indicate a time that would not be agreeable.

13) Authorizing Official

- 35 Alphanumeric Character Limit
- The Authorizing Official is the name and title of the person who has given permission to collect prices in the outlet. This individual is usually the owner or manager of the outlet. For outlets requiring central office clearance, the corporate authorizing official at the central office may be entered in this section.

14) Street Address - (of Authorizing Official)

- 35 Alphanumeric Character Limit
- The address of the authorizing official. This entry should be completed only if the authorization to collect prices, or the prices themselves, must be obtained at a location other than the outlet address listed above.

15) City - (of Authorizing Official)

- 27 Alpha Character Limit
- The city of the authorizing official.

16) State - (of Authorizing Official)

- 2 Alpha Character Limit
- The state in which the authorizing official is located.

17) Telephone - (of Authorizing Official)

- 10 Numeric Character Limit
- The area code and telephone number of the authorizing official.

18) Respondent

- 35 alphanumeric character limit
- The respondent is the person designated by the outlet to whom the Field Representative must report in order to begin data collection.
- During initiation the Field Representative asks to whom he/she should report when returning to the outlet for pricing. Enter the name only if it is different from the authorizing official listed above. If it is necessary to list more than one respondent, list them in order of importance.

19) Address - (of Respondent)

- 35 Alphanumeric Character Limit
- The address or location of the respondent in the outlet.

20) Interview Code

- 2 numeric characters
- The Interview Code indicates the status of price collection at the outlet.
- After completing work at the outlet, an Interview Code is entered on the initiation facesheet. The Interview Code must be chosen from the following list. Each code is briefly defined here. A detailed discussion of each code can be found in Chapter 13, Standard Codes and Messages.

11 - Action taken on at least one quote, Field Representative can return to the outlet.

12 - No quotes available. (Cancels outlet)

19 - Unable to price during pricing period.

21 - Refusal. (Enter only after contacting the Regional Office. Cancels outlet.)

22 - Out-of-Business. (Enter only after contacting the Regional Office. Cancels outlet.)

23 - Seasonal outlet.

24 - Unable to locate. (Enter only after contacting the Regional office. Cancels outlet.)

25 - Outside of pricing area. (Enter only after contacting the Regional Office. Cancels outlet.)

26 - Outlet has moved. (Enter only after contacting the Regional and Washington Offices. Cancels outlet.)

27 - Out-of-Scope (Enter only after contacting the Regional Office. Cancels Outlet.)

21) Date Collected

- 6 Numeric Character Limit
- Enter the date (i.e., MM/DD/YY) that prices are collected in the outlet. If prices are collected on more than one day, enter the date of the last day that prices were collected.

22) Type of Contact

- 2 Alpha Character Limit
- Enter the letter code for the type of the interview method used. (Space is provided for two one letter codes. If only a single code is required, leave the second data field blank). Use a P for personal visit and T for telephone contact. Indicate both in the spaces provided if both were used. Enter the interview method used in which the majority of the price data were collected in the first of the two spaces provided. Leave this item blank if the outlet could not be contacted.

23) Field Rep Code

- 5 Numeric Character Limit
- Enter the 5-digit identification code. There will be a code assigned by the Regional Office for each Field Representative.

24) Number of Contacts

- 1 Numeric Character Limit
- Enter the total number of times the outlet is contacted counting each separate phone and personal visit as one contact. If the number of times the outlet is contacted is greater than nine, then enter nine.

25) Travel Time

- 3 Numeric Character Limit
- Enter the time, in minutes, spent traveling to the outlet

from the outlet previously visited (and to or from home if the outlet is visited first or last that day, respectively). Do not include time spent on personal business.

26) In-store Time

- 3 Numeric Characters
- Enter the time, in minutes, spent in the outlet. Time spent on lunch or breaks is not included.

27) Type of Business

Type of Business Code

- 3 characters

Type of Business Description

- 35 alphanumeric characters
- Entered by the Field Representative, 'Type of Business' and 'Type of Business Code' are, respectively, a very brief description of the business the outlet is engaged in and the corresponding code for that type of business.

- Choose the type of business description and corresponding code from the list in Appendix B.1. A description and code must be entered here for all outlets.

If the Field Representative is unable to determine the exact type of business, he/she should attempt to determine more generally if the outlet is predominantly either service or commodity oriented. If the outlet receives more than one-half of its revenue from the performance of services, the Field Representative will enter Service Oriented Outlets - Not Elsewhere Classified, Code 266. If the outlet receives more than one-half of its revenue from the sales of commodities, enter Commodity Oriented Outlets - Not Elsewhere Classified, Code 267. If the service/commodity distinction cannot be made, enter Outlets Not Elsewhere Classified or Outlet Type Undetermined, Code 268.

Outlets that are found to be out-of-scope or out-of-business should be entered Outlet Type Out-of-Scope, Code 269.

If the outlet is engaged in more than one type of business, the Field Representative should determine which business accounts for more revenue in the outlet and assign that code. If the outlet is engaged in more than one type of business and they account for an equal share of total revenue, ask the respondent which type of business best describes the outlet.

28) Instructions

* 128 alphanumeric characters
* This space may be used by the Field Representative for any additional information of an ongoing nature about the outlet.

  For example:

  - directions for locating the outlet
  - instructions such as "stop at office for visitor's badge"
  - additional information about Respondent, Best Time, telephone number extensions, etc., that will not fit within the character limitation for those data elements.

29) Outlet Message (Previous and Current)

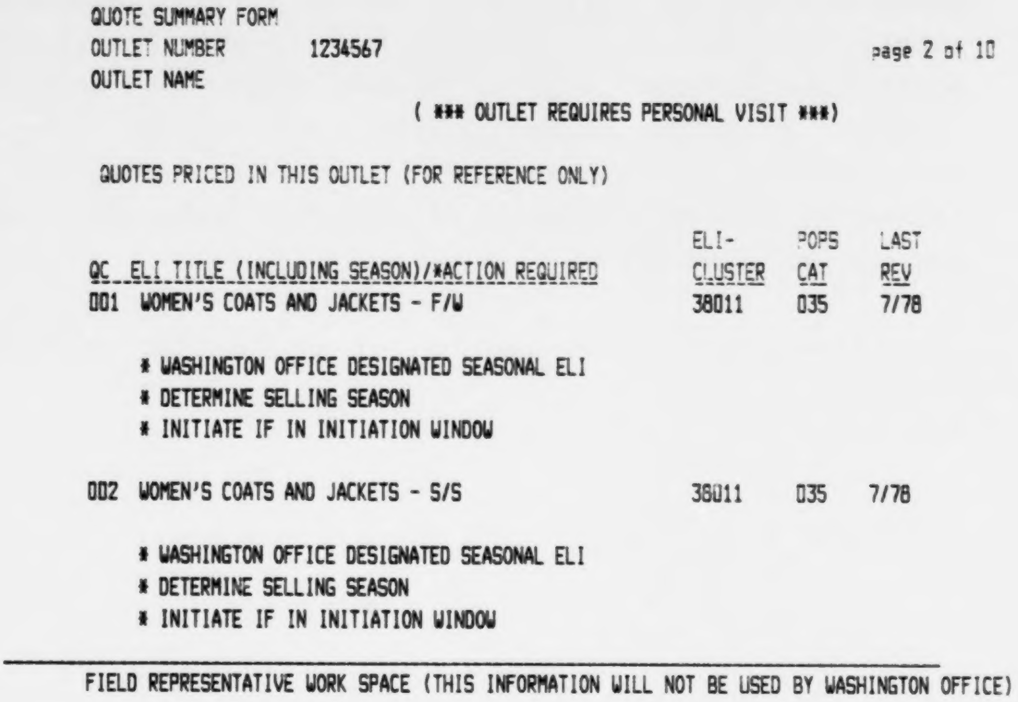
* 64 alphanumeric characters
* This is a message that applies to all quotes in an outlet. Initially, the field marked "previous" will be blank, but the Field Representative can use the field marked "current" to relay a message about the outlet that applies to all of

the quotes assigned for initiation. This field should not be used to ask questions since there is not enough space for adequate responses. Similarly, if the Field Representative cannot enter an outlet message that adequately explains a particular problem, then an SO-608A should be sent along with the schedule to Washington. The message currently being entered will appear on the schedule during the next collection period in the field marked "previous." Write any current messages next to the word current.

This completes the first section of the outlet initiation schedule.

SECTION II. THE QUOTE SUMMARY FORM

Quote Summary Form



```
QUOTE SUMMARY FORM
OUTLET NUMBER       1234567                                          page 2 of 10
OUTLET NAME
                         ( *** OUTLET REQUIRES PERSONAL VISIT ***)

 QUOTES PRICED IN THIS OUTLET (FOR REFERENCE ONLY)

                                                     ELI-       POPS   LAST
QC  ELI TITLE (INCLUDING SEASON)/*ACTION REQUIRED    CLUSTER    CAT    REV
001  WOMEN'S COATS AND JACKETS - F/W                 38011      035    7/78

     * WASHINGTON OFFICE DESIGNATED SEASONAL ELI
     * DETERMINE SELLING SEASON
     * INITIATE IF IN INITIATION WINDOW

002  WOMEN'S COATS AND JACKETS - S/S                 38011      035    7/78

     * WASHINGTON OFFICE DESIGNATED SEASONAL ELI
     * DETERMINE SELLING SEASON
     * INITIATE IF IN INITIATION WINDOW
________________________________________________________________________________
  FIELD REPRESENTATIVE WORK SPACE (THIS INFORMATION WILL NOT BE USED BY WASHINGTON OFFICE)
```

1. QUOTE CODE

Each ELI selection in an outlet has a permanent unique 3-digit number assigned by the Washington Office. 'Quote' refers to all the information about a specific item in a specific outlet that will be collected during initiation and later during pricing. The Quote Code is the identifying number assigned to that block of information.

2. ELI TITLE

Each Entry Level Item title listed on the Quote Summary Form is a specific commodity or service category that the Field Representative will initiate. There are 364 categories in total. (All are listed with corresponding ELI numbers in Appendix E.1.)

Following the ELI Title for each quote are the Action Required messages. These Washington Office messages are used to convey any specific instructions for the initiation or pricing of a specific quote.

3. INITIATION PERIOD

The months during which the assigned ELI may be initiated is called the initiation period. In general, the initiation period will be twelve months--January through December--and the Field Representative will proceed with the initiation of the ELI whenever it is assigned. If an initiation period is not specified, the assumption is that the initiation period is January-December and the ELI may be initiated at any time. However, there are Washington Office designated seasonal ELIs that can be initiated only during predetermined months. For these seasonal ELIs, the Field Representative must wait to initiate until a date that falls within the initiation period. The Washington Office will specify the initiation period for each designated seasonal ELI on the initiation facesheet. For a more detailed look at Initiation Period and initiation of seasonal ELIs, see Chapter 14, Initiation and Reinitiation of Seasonal Items.

4. ELI - CLUSTER CODE

The ELI - Cluster Code is the 5-digit number identifying an ELI category plus a 2 or 3 alphanumeric character extension identifying the cluster within that ELI. The Cluster Code is an extension of the ELI Code serving to further define the ELI category.

For example, the ELI category 24011, "Paint, Wallpaper, and Supplies," is divided into four clusters: 01 Paint; 02 Paint Remover, Thinner, Brush Cleaner, Turpentine; 03 Finishes Other Than Paint; and 04 Wallpaper and Wall Covering.

The Cluster Code consists of two digits or, in certain cases, two digits plus a single letter suffix. The added letter is used to indicate that the cluster has been revised in description or definition.

The Cluster Code will only appear on the Quote Summary Form in ELI categories for which the Washington Office has preselected or predetermined the specific cluster within the ELI that the Field Representative will initiate.

5. POPS CATEGORY

The 3-digit number corresponding to a POPS category.

G. OUTLET ELIGIBILITY

The Field Representative must determine if the outlet satisfies each of the rules listed in Chapter 3, Meeting the Eligibility Rules - Outlets at Initiation and Pricing. If the outlet does not satisfy each of these rules, follow the procedures in Chapter 3.

CHAPTER 3. MEETING THE ELIGIBILITY RULES - OUTLETS AT INITIATION AND PRICING

OUTLET ELIGIBILITY

SUMMARY OF RULES:

1. An outlet must be assigned by the Washington Office except when special instructions are issued for field selection.

2. The outlet must carry at least one of the assigned ELIs.

3. The outlet must sell the assigned ELIs to the CPI population at the retail level.

4. The outlet must sell at least one item that satisfies all of the item eligibility rules for initiation.

5. The outlet must be located within the PSU or within 25 miles of the PSU boundary (but not in another PSU).

   Exceptions:

   a) Ten or more quotes are assigned for initiation/pricing.

   b) Mail-order outlets which are initiated/priced at their home offices.

   c) Outlets in which specific ELI categories (listed within this chapter) are to be initiated/priced are exempt from this distance limitation.

CHAPTER 3. MEETING THE ELIGIBILITY RULES - OUTLETS AT INITIATION AND PRICING

OUTLET ELIGIBILITY RULES

The Field Representative must make certain that each outlet assigned for initiation/pricing satisfies each of the following criteria.

1. An outlet must be assigned by the Washington Office except when special instructions are issued for field selection.

2. The outlet must carry at least one of the assigned ELIs.

3. The outlet must sell the assigned ELIs to the CPI population at the retail level. Wholesale outlets that do some retail business are eligible; however, only those items sold at retail may be included for initiation/pricing. Cost-plus stores are also eligible (see Appendix H for special instructions).

4. The outlet must sell at least one item that satisfies all of the item eligibility rules for initiation. These rules are discussed in Chapter 4, Meeting The Eligibility Rules - Items At Initiation.

5. The outlet must be located within the PSU or within 25 miles of the PSU boundary. However, there are three exceptions to this requirement:

   a) Initiation/pricing in an area more than 25 miles outside the PSU (but not in another PSU) is required when ten or more quotes are assigned for pricing.[1] These quotes may be in the same outlet or in different outlets in the same general area.[2]

   b) Mail-order catalog outlets are initiated/priced at their home offices by the Regional Office in whose region the home office is located.

   c) Outlets in which the ELI categories listed in Table 1 on the following page are to be initiated/priced are exempt from this distance limitation.

If the outlet does not fulfill each of these five criteria, then the Field Representative should report that the outlet is ineligible for initiation/pricing. (Note: Outlets that are located in another PSU should be transferred.) If an outlet is ineligible, enter the appropriate code in the outlet interview code on the initiation or pricing schedule facesheet.[3]

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[1] Outlets that are located in another PSU must be transferred to that PSU following the procedures in Chapter 21, Operations - Sample Rotation.

[2] This rule cannot be written more definitively. Application of this rule should be made in consultation with Regional Office staff.

[3] The initiation facesheet, pricing schedule facesheet, and outlet interview code are discussed in Chapter 2, Initiation, Chapter 8, The Pricing Schedule, and Chapter 13, Standard Codes and Messages, respectively.

Table 1. ELI Categories Exempt From Distance Limitation

Outlets in which the ELI categories listed below are to be initiated/priced are exempt from outlet eligibility rule #5, "The outlet must be located within the PSU or within 25 miles of the PSU boundary." The Regional Office in whose region the outlet is located is responsible for pricing such outlets.

If there are extenuating circumstances that make initiation of such an outlet impractical (e.g., an outlet would require an overnight trip to initiate), the Field Representative should, after consultation with Regional Office staff, enter outlet interview code 19 and explain the circumstances on an SO-608A.[4]

ELI Number and Title	
21021	Lodging While Out Of Town
21031	Housing At School, Excluding Board
27011	Telephone Services, Local Charges
27021	Residential Water and Sewer Service
27031	Community Antenna or Cable TV
27041	Garbage and Trash Collection
27051	Interstate Telephone Services
27061	Intrastate Telephone Services
35011	Tenants' Insurance
45011	New Cars
45021	New Trucks
50011	Automobile Insurance
52011	State Automobile Registration
52013	Driver's License
52014	Vehicle Inspection
52054	Vehicle Tolls
53021	Intercity Bus Fares
59021	Magazines
66011	College Textbooks
67011	College Tuition and Fixed Fees
67021	Elementary and High School Tuition and Fixed Fees

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[4] The SO-608A is a means of communication between the field and the Washington Office. Its use is described fully in Chapter 19, Communications.

CHAPTER 4. MEETING THE ELIGIBILITY RULES - ITEMS AT INITIATION

A. ITEM ELIGIBILITY AT INITIATION

B. A LIST OF INELIGIBLE ITEMS

SUMMARY OF RULES:

1. The item must be part of the assigned ELI.

   Exceptions:

   - a) Truncated Items
   - b) Preselected Clusters

2. The item must normally be available in the outlet.

   Exceptions:

   Special Order Items

3. The outlet must expect that it will continue to sell the item.

   Exceptions:

   Seasonal Items

4. The item must be regular merchandise.
5. The item must be in good condition.
6. The item must be up-to-date merchandise.
7. The item must not have a zero price.

CHAPTER 4. MEETING THE ELIGIBILITY RULES - ITEMS AT INITIATION

Before an item can be selected at initiation, the universe from which the item will be chosen must be identified. In disaggregation the universe is defined by the ELI. The ELI is the category of items assigned for initiation. However, there are further limitations that must be observed when forming this universe: all the items in the universe being considered must satisfy each of the item eligibility rules for initiation.

The rules in this chapter define eligibility for items at initiation. The rules that define eligibility for items during pricing (i.e., all collection periods subsequent to initiation) are listed in Chapter 11, Meeting The Eligibility Rules - Items At Pricing.

A. ITEM ELIGIBILITY AT INITIATION

1. The item must be part of the assigned ELI.

An item is part of an ELI if it meets the ELI definition provided by the Washington Office. The ELI definition can be found on the 'back' of the checklist.[1]

There are two exceptions to this definition:

a) The item must not have been 'truncated.' A truncated item is an item that meets the ELI definition but, because of pricing problems, is declared ineligible by the Washington Office for initiation in the index. Truncated items are listed along with the ELI definition on the back of the checklist under the headings: 'Excludes,' 'Included in the ELI but excluded from pricing,' or 'Truncated.'

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[1] The checklist (Form 3400B) is described in Chapter 6, The ELI Checklist.

b) There are some ELIs in which the Washington Office preselects clusters[2] for initiation (i.e., the Washington Office assigns an ELI and a specific cluster within that ELI for initiation). The Field Representative must form the universe of eligible items from within this cluster. All other items in the ELI are to be excluded.

Determining the Appropriate ELI

An item can be a member of only one ELI in a specified outlet. ELI categories are defined with the intent of making the categories mutually exclusive. However, in some outlets, the appropriate ELI for an item may not be immediately clear. For example, an outlet may sell a specific type of jacket to both men and women. The appropriate ELI (ELI 38011, Women's Coats and Jackets or ELI 36013, Men's Coats and Jackets) can be determined only after consulting the ELI definitions and the respondent.

If, after consulting the respondent, there is doubt as to the appropriate ELI to which an item should be assigned, the Field Representative should ask Regional Office staff for assistance. If the appropriate ELI still cannot be determined, an SO-608A should be sent to the Washington Office explaining the situation.[3]

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[2] A cluster is a subcategory of an ELI. Cluster is defined in Chapter 2, Initiation.

[3] The SO-608A is a means of communication between the field and the Washington Office. Its use is described fully in Chapter 19, Communications.

Sets of Dissimilar Merchandise

Items that are sold in sets of dissimilar merchandise (e.g., as a dresser, bed, and table might be sold in a bedroom furniture set) are not eligible for initiation unless specifically provided for on the checklist. The individual items are eligible for initiation if sold separately.

2. The item must normally be available in the outlet.

An item is normally available if: 1) it is currently stocked in the outlet, or 2) it is stocked in the outlet as standard practice but is temporarily unavailable. A seasonal item is normally available if the item meets criterion 1 or 2 during its in-season months.

Eligibility of Special Order Items

Special Order Items are items that are sold on a custom, or made-to-order, basis. In general, Special Order Items that are one-time, one-of-a-kind purchases are not eligible for initiation. There are several important exceptions to this rule. The Special Order Rule does not apply to:

a) catalog outlets where all items are ordered but are available from a warehouse and are available for continuous pricing.

b) items available from a warehouse and items with a representative model in the outlet.

c) new cars, furniture, custom drapes and shades, and custom fresh cakes. Because ordering an automobile to obtain the desired option packages, ordering furniture, drapes and shades in specific fabrics, and ordering fresh cakes for specific occasions is the standard selling practice for these items, they are considered to be normally available if the item can be ordered.

3. The outlet must expect that it will continue to sell the item.

The outlet must expect that it will be offering the item for sale when the Field Representative is scheduled to return to the outlet to update the data on the item.

Items available in the outlet on only a temporary basis, that is, items that the outlet intends to discontinue, are not eligible for initiation.

Seasonal items that have reached the end of their season and will not be available next collection period are eligible for initiation if the item, or an appropriate substitute for the item, is expected to be available the next season.[4]

4. The item must be regular merchandise.

An item is considered to be regular merchandise if the outlet normally sells the item. The quality of an item is not relevant to determining its eligibility. "Seconds" and "irregulars" are considered regular merchandise and therefore eligible for initiation if the outlet normally sells such goods. "Seconds" and "irregulars" are commonly found in apparel and other textile outlets. Similarly, day old bread and overripe fruit, when sold on a regular basis in an outlet, are regular merchandise.

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[4] Seasonal items are treated in Section III, Seasonal Items.

However, odd lots, job lots, and items classified as surplus are not regular merchandise and are not eligible for initiation. These groups of items may be characterized by miscellaneous merchandise that usually lacks uniformity and is sold with little expectation that the merchandise will be available in the future.

5. The item must be in good condition.

Items that are damaged, shopworn, soiled or distressed are not in good condition.

Secondhand (used) items are not eligible for initiation. However, rebuilt parts may be eligible in certain service ELI categories (the checklist for these ELIs will specify eligibility).

6. The item must be up-to-date merchandise.

What constitutes up-to-date merchandise will depend on the type of commodity or service and on the specific outlet. In general, merchandise is up-to-date if the outlet has sold it at any time within the past year and intends to continue selling it in the future.

More specifically:

- Durable goods (e.g., furniture, appliances, televisions, etc.) are up-to-date if they have been ordered within the past year.

- For items with periodic model changes, the latest model carried by the outlet is the up-to-date merchandise.

- Apparel items are up-to-date if they are this year's stock as designated by the outlet.

Out-of-date and antique items are not eligible for initiation.

7. The item must not have a zero price.

Items that are free (i.e., commodities or services for which there is no charge) are not eligible for initiation.

There may be special circumstances where the item that is selected during initiation is temporarily available at no charge although there is normally a charge for the item (as a result of a special promotion, for instance). See Appendix H, "Special Procedures," for the procedures to follow in these circumstances.

There also may be cases where an item is given free contingent on the purchase of another specific item. This is sometimes referred to as "bonus merchandise." Although the "bonus" item is not eligible for initiation by itself, it may be part of the description of the selected item. (See Chapter 10, Price Reporting Rules, for a discussion of such cases.)

B. A LIST OF INELIGIBLE ITEMS

The following is a list of the types of items that do not satisfy the item eligibility rules for initiation and are, therefore, ineligible for initiation:

1. Truncated Items (Rule 1)
2. Sets of Dissimilar Items Unless Provided for on Checklist (Rule 1)
3. One-time Special Order Purchases (Rule 2)
4. One-of-a-kind Items (e.g., original paintings) (Rule 2)
5. Discontinued Items (Rule 3)
6. Odd Lots (Rule 4)
7. Job Lots (Rule 4)
8. Merchandise Classified as Surplus (Rule 4)
9. Second Hand (Used) Items (Rule 5)
10. Damaged or Distressed Items (Rule 5)
11. Shopworn or Soiled Items (Rule 5)
12. Out-of-date Items (Rule 6)
13. Antiques (Rule 6)
14. Zero Price, or Free, Items (Rule 7)

CHAPTER 5. DISAGGREGATION

A. INTRODUCTION

B. SELECTING THE UNIQUE ITEM: AN OVERVIEW

C. A SUMMARY OF STEPS FOR DISAGGREGATION

D. BASIC METHOD OF DISAGGREGATION

STEP 1. ORGANIZE THE ELIGIBLE ITEMS INTO GROUPS

- A. METHOD OF FORMING GROUPS
- B. GUIDELINES FOR CONSTRUCTING GROUPS
- C. FORMING GROUPS AFTER THE FIRST STAGE
- D. THE DISAGGREGATION WORKSHEET - RECORDING THE LIST OF GROUPS

STEP 2. ASSIGN A MEASURE OF SALES TO EACH GROUP

PRIORITY OF METHODS

- A. PERCENT OF DOLLAR SALES
- B. RANKING
- C. SHELF SPACE
- D. EQUAL PROBABILITY
- E. DISAGGREGATION METHOD IDENTIFICATION CODES

STEP 3. SELECT THE GROUP

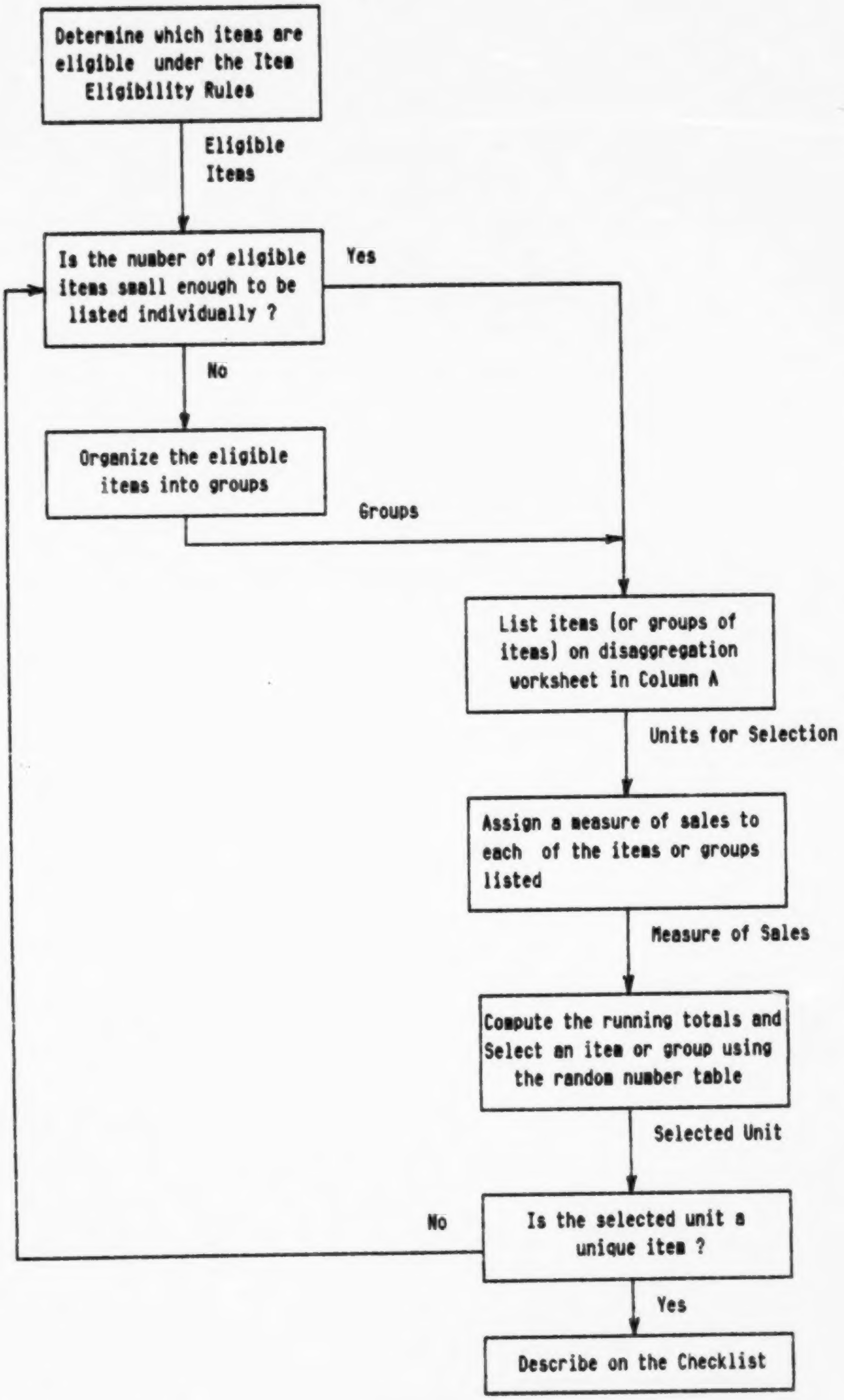
- A. CREATING INTERVALS
- B. RANDOM NUMBER TABLES
- C. SELECTING THE GROUP
- D. SELECTING THE UNIQUE ITEM

E. SPECIAL CASES IN DISAGGREGATION - MULTIPLE QUOTES

F. THE DOLLAR VOLUME SELLER RULE

G. MISTAKES IN DISAGGREGATION

DISAGGREGATION


Determine which items are eligible under the Item Eligibility Rules
Eligible Items
Is the number of eligible items small enough to be listed individually ?
Yes
No
Organize the eligible items into groups
Groups
List items (or groups of items) on disaggregation worksheet in Column A
Units for Selection
Assign a measure of sales to each of the items or groups listed
Measure of Sales
Compute the running totals and Select an item or group using the random number table
Selected Unit
Is the selected unit a unique item ?
No
Yes
Describe on the Checklist

CHAPTER 5. DISAGGREGATION

A. INTRODUCTION

At this stage in the initiation process the Field Representative has determined whether the outlet satisfies each of the outlet eligibility rules listed in Chapter 3 and made certain that all of the elements related to the outlet on the initiation facesheet are complete and correct. The Field Representative now must determine the precise commodity or service that is to be priced. This is done by disaggregation.

Disaggregation is the multistage process that is used to select items within the outlet for pricing. The disaggregation process is a continuation of the sampling methods used in the Washington Office and the effort to make the CPI representative of the prices of all goods and services consumed by the CPI population. The Washington Office assigns a relatively broad category (an ELI) for initiation; the Field Representative narrows this category down by stages (disaggregation) until a specific, or unique, item is selected. Disaggregation is a form of probability sampling in which all goods or services within an ELI are given a chance for selection in proportion to their dollar sales in the outlet.

In the end, the disaggregation process yields a unique item: an item for which the Field Representative will obtain a full description and to which the Field Representative will return during subsequent months to obtain the updated information that is the basis of the index.

B. SELECTING THE UNIQUE ITEM: AN OVERVIEW

The purpose of disaggregation is to select a unique item for each assigned ELI from all of the items sold in the outlet that satisfy the rules for item eligibility listed in Chapter 4, Meeting the Eligibility Rules - Items at Initiation. The probability of selection of an item is made proportional to its sales in the outlet. One method of making the selection is to make a list of all of the eligible items, assign a measure of sales to each, and then select one using probability sampling. If the number of eligible items is small, they can be easily listed on the worksheets provided, assigned a measure of sales and the selection made.

For example: ELI 08011 Eggs is assigned for initiation in a grocery store. There are two uniquely described kinds of eggs available for sale in the outlet. Both are available year-round, grade A, large size, sold by the dozen in cartons, and are the same brand. Both meet the item eligibility rules for initiation. The only distinguishing characteristic between the two is the variety: one egg is brown and the other white. The respondent indicates that brown eggs represent 40 percent of the total dollar sales of eggs in this outlet and white eggs the remaining 60 percent. To disaggregate this ELI to a unique item in this outlet requires only that brown eggs and white eggs be listed, the respective proportion of sales assigned to each and a probability selection made of one of them.

However, if the number of eligible items is large, the process of listing each of the items and assigning a measure of sales would be too cumbersome. For example, if the outlet in the previous example sold both brown and white eggs and each variety were available in grade A and grade AA, and each grade were available in three different sizes, and each size were available both by the dozen in cartons and by two-dozens in flats, the total number of uniquely described eggs eligible for selection would be 24. It would not be practical to list all 24 eligible items and then try to obtain a measure of sales for each.

When the number of eligible items is large, a more efficient method of disaggregation is to organize the eligible items into a smaller number of groups. A measure of sales is assigned to each of the groups and a probability selection made. The items from within the selected group are, in turn, organized into groups, assigned a measure of sales and a selection made. This process continues until the number of eligible items is narrowed sufficiently and it is practical to list the individual uniquely described items.

Using this method, the 24 kinds of eggs would be disaggregated to a unique item in stages. In the first stage, the 24 eligible items might be grouped by variety (brown and white) and a proportion of sales obtained for each. Selection of one group at this stage narrows the number of eligible items to 12. In the second stage, the eggs might be grouped by grade (grade A and AA) with selection at this stage reducing the number of eligible items to 6. In the third stage the grouping might be size. Selection of a size group would narrow the eligible items to two uniquely described kinds of eggs each with a specific variety, grade, and size. The remaining distinguishing characteristic would be whether they are sold by the dozen in cartons or by two-dozens in flats. These two items would be listed, assigned a measure of sales and the unique item would be selected.

C. A SUMMARY OF STEPS FOR DISAGGREGATION

Below is a summary of the steps necessary in disaggregation. Each step is described in greater detail in Part D of this chapter.

The disaggregation process begins with the assigned ELI which is then narrowed in succeeding disaggregation stages into smaller groups of items until finally a unique item is selected. Disaggregation consists of three basic steps. Each stage of disaggregation is an application of all three steps.

1. Organize the items that are eligible for selection into groups and make a list of the groups.

For the first stage in disaggregation, the groups must contain all items in the ELI being initiated that satisfy the item eligibility rules. At each succeeding stage, the items from within the group that was selected at the previous stage are, in turn, organized into groups. This process continues until the number of eligible items is narrowed sufficiently and it is practical to list the individual uniquely described items.

2. Assign a measure of sales to each group.

The probability of selection for each group of items is proportional to its sales. The preferred measure of sales is the percent of dollar sales represented by each group. The measure of sales actually used in each stage of disaggregation will depend on the availability of records and the willingness of the respondent to assist the Field Representative.

3. Select the group of items.

The selection in disaggregation is made using a random number table.

These three steps are followed then repeated, if necessary, with each stage yielding a more limited group of items. This process is continued until a unique item is selected.

Unique Item

An item is defined as unique when it is a member of a group of items in which no item in the group differs from any other item in the group in either price or price determining characteristics.

Price Determining Characteristics

The characteristics that determine the price of an item will include: 1) composition (i.e., the nature of the item whether it is motor oil, whole milk, a service performed, a woman's dress, etc.); and 2) quality (where quality may be either real or perceived -- thus the 'brand' of an item may be a price determining characteristic). The price of an item may be determined by many different characteristics, and such characteristics may vary greatly among ELIs. As will be described in Chapter 6, a checklist is provided for each ELI category to assist in defining the price determining characteristics of each item included within that ELI.

D. BASIC METHOD OF DISAGGREGATION

STEP 1. Organize the items that are eligible for selection into groups and make a list of these groups.

A. Method of forming groups

The universe of items eligible for the first stage of disaggregation encompasses all items that satisfy the rules for item eligibility listed in Chapter 4, Meeting the Eligibility Rules - Items at Initiation. To begin narrowing the universe of eligible items toward a unique item, the Field Representative divides the universe into groups. Each of the groups must be mutually exclusive and together the groups must include all of the eligible items.

There is no definite procedure for organizing the items into groups. The general principle is to construct groups for which the respondent is able to provide sales data and that can be disaggregated efficiently (i.e., most easily) to a unique item. In general, the more items eliminated from consideration at each stage of disaggregation the more efficient the disaggregation. The groups may be formed according to price determining characteristics (e.g., size or type of packaging) or other factors (e.g., the location in the outlet where the items are sold). The most efficient procedure will depend on the ELI and the outlet and, in particular, the organization of the sales data in the outlet.

When forming groups, as well as when identifying the universe of eligible items, the Field Representative should use all available resources. The knowledge of the respondent and the previous experience of the Field Representative are the most valuable resources. The respondent can assist by listing those items in the ELI category that are sold in the outlet. If the number of items is too great to list each separately, the respondent may be able to suggest several broader groups of items within the ELI. Because the next step in disaggregation requires that a measure of sales be obtained for each item or group of items listed, the items must be grouped in a manner for which sales data will be available. Ask the respondent how his/her sales data are organized for items in the ELI.

If the respondent is unable to assist, the Field Representative will have to rely on observation and past experience in similar outlets. Offered below are general guidelines for forming groups of items for disaggregation.

The Field Representative must make certain that the items or groups of items satisfy the item eligibility rules. The eligible items or groups of items are then listed on disaggregation worksheets as described below in Step 1, Part D., Recording the list of groups. The items or groups that do not meet all of the criteria should be excluded from the list.

B. General guidelines for organizing items into groups

1) The list of groups should be as compact as possible, although completeness should not be sacrificed for compactness. If the ELI category to be disaggregated is diverse, it may require that a large number of groups be listed. It may be possible, however, to reduce the number of groups that must be listed by combining items that represent a small volume of sales relative to other eligible items into a group designated as 'other.' If the 'other' group is selected in the subsequent steps of disaggregation then further disaggregation would be necessary.

2) When an ELI consists of two or more clusters, and a cluster has not been preselected by the Washington Office, the list of groups at the first stage of disaggregation should be simply the list of clusters.

3) If the outlet in which the ELI is initiated is a department store, and the respondent is able to provide sales data by department, an efficient choice of groups would be a list of departments in which the ELI is sold.

4) The back of the checklist may contain suggestions to assist in disaggregating certain complicated ELI categories.

5) The groups may be formed to correspond to specification element categories, for example, Type, Brand, Features, Packaging, etc. (Specification element categories are defined in Chapter 6, The ELI Checklist.)

Example 1: ELI 09011 Fresh Whole Milk is assigned for initiation. The outlet sells three brands of fresh whole milk and each brand is offered in pint, quart, half-gallon, and gallon sizes. These are the only fresh whole milk items offered by the outlet and each satisfies the item eligibility rules. Since there are twelve eligible items for selection, they must be organized into groups. The respondent is able to provide sales data by brand or size. Grouping the items by brand or size would be logical choices in this example.

C. Forming groups after the first stage

At the second stage of disaggregation and each subsequent stage, the items from within the group selected at the previous stage are in turn organized into groups. The list of groups for selection must include all items that meet the criteria for the group selected in the previous stage and must exclude items that belong in groups not selected in the previous stage.

D. The Disaggregation Worksheet - Recording the list of groups

The selection of items by the disaggregation process is completed on a Disaggregation Worksheet. The Disaggregation Worksheet is printed in two formats: Form 3400A.1 and Form 3400A.2. (Copies of this form in both formats appear on the following two pages.) The two formats may be used interchangeably at the option of the Field Representative. The Disaggregation Worksheet in the Form 3400A.1 format consists of a heading, two disaggregation tables, one random number table, a ranking table, and an equal probability table. The Form 3400A.2 format is the same in every respect except that it contains one continuous disaggregation table rather than two separate tables. The heading and disaggregation tables are discussed here; use of the random number, ranking, and equal probability tables is discussed in Steps 2 and 3 of the Basic Method of Disaggregation.

To complete the heading: enter the Outlet Number and Field Representative Code as they are entered on the initiation schedule facesheet; and enter the Quote Code and ELI Number of the quote to be disaggregated as listed on the Quote Summary Form.

The list of groups formed in each stage of disaggregation is entered in the disaggregation tables in column (A) under the title, 'List of Units For Selection.' The Disaggregation Worksheet format with two separate disaggregation tables (Form 3400A.1) has ten lines in each table for listing groups. Each stage of disaggregation must be recorded in a separate table when using the separate table format.

The Disaggregation Worksheet with the continuous disaggregation table format (Form 3400A.2) has twenty-one lines in the table for listing groups. This format allows the Field Representative the

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OMB# 1220-0039
EXP. 4/30/88

OUTLET NUMBER	ELI NUMBER	QUOTE CODE	FIELD REP CODE

LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)

LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)

RANDOM NUMBER TABLE

LINE NO.	NUMBER OF ITEMS FOR SELECTION (1)	(2)	(3)	(4)
1	69	10,60	22,56,89	13,38,63,88
2	57	10,60	12,46,79	23,48,73,98
3	33	44,94	25,59,92	11,36,61,86
4	89	27,77	32,66,99	12,37,62,87

RANKING TABLE

RANK OF ITEMS	NUMBER OF ITEMS RANKED 2	3	4	5	6	7	8	9	10
1	60	50	40	35	30	30	25	25	25
2	40	30	30	25	25	20	20	20	15
3		20	20	20	20	15	15	10	10
4			10	10	10	10	10	10	10
5				10	10	10	10	10	10
6					5	10	10	10	10
7						5	5	5	5
8							5	5	5
9								5	5
10									5

EQUAL PROBABILITY TABLE

NUMBER OF ITEMS	POST IN COL D	POST IN COL E
2	50	50, 100
3	33	33, 67, 100
4	25	25, 50, 75, 100
5	20	20, 40, 60, 80, 100
6	16	17, 33, 50, 67, 83, 100
7	14	14, 29, 43, 57, 71, 86, 100
8	12	13, 25, 38, 50, 63, 75, 88, 100
9	11	11, 22, 33, 44, 56, 67, 78, 89, 100
10	10	10, 20, 30, 40, 50, 60, 70, 80, 90, 100

BLS 3400A.1 (REVISED MAY 1986)

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OUTLET NUMBER	ELI NUMBER	QUOTE CODE	FIELD REP CODE

LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)

LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)

RANDOM NUMBER TABLE

LINE NO.	NUMBER OF ITEMS FOR SELECTION (1)	(2)	(3)	(4)
1	69	10,60	22,56,89	13,38,63,88
2	57	10,60	12,46,79	23,48,73,98
3	33	44,94	25,59,92	11,36,61,86
4	89	27,77	32,66,99	12,37,62,87

RANKING TABLE

RANK OF ITEMS	NUMBER OF ITEMS RANKED 2	3	4	5	6	7	8	9	10
1	60	50	40	35	30	30	25	25	25
2	40	30	30	25	25	20	20	20	15
3		20	20	20	20	15	15	10	10
4			10	10	10	10	10	10	10
5				10	10	10	10	10	10
6					5	10	10	10	10
7						5	5	5	5
8							5	5	5
9								5	5
10									5

EQUAL PROBABILITY TABLE

NUMBER OF ITEMS	POST IN COL D	POST IN COL E
2	50	50, 100
3	33	33, 67, 100
4	25	25, 50, 75, 100
5	20	20, 40, 60, 80, 100
6	16	17, 33, 50, 67, 83, 100
7	14	14, 29, 43, 57, 71, 86, 100
8	12	13, 25, 38, 50, 63, 75, 88, 100
9	11	11, 22, 33, 44, 56, 67, 78, 89, 100
10	10	10, 20, 30, 40, 50, 60, 70, 80, 90, 100

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flexibility to list from one to twenty-one groups and to record more than one stage of disaggregation on the same Disaggregation Worksheet. When using the continuous disaggregation table format, separate each stage of disaggregation with a single broad line across the form.

When using either format, the order in which groups are listed within each stage of disaggregation is not important. Use as many Disaggregation Worksheets as are needed to complete the disaggregation (marking the page numbers, as appropriate, in the upper right corner of the form). Only one quote should be disaggregated on a Disaggregation Worksheet (i.e., do not disaggregate more than one quote on the same Disaggregation Worksheet).[1] There is no field limitation in recording groups on the disaggregation tables.

Each Disaggregation Worksheet contains a column labelled Work Space (column B). This is provided for any calculations that might be necessary to determine percents of dollar sales. For example, if the respondent provides dollar sales, the percents can be calculated in column (B).

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[1] In the special case of multiple quote disaggregation, more than one quote may be disaggregated on a single Disaggregation Worksheet. See Part E of this chapter for a discussion of multiple quote disaggregation.

Example 2: The entries for, 'List of Units For Selection,' from Example 1 above in the "separate" and "continuous" disaggregation table formats would be:

Disaggregation worksheet with separate table format (Form 3400A.1)

LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)
Pint					
Quart					
Half-gallon					
Gallon					

Disaggregation worksheet with continuous table format (Form 3400A.2)

LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)
Pint					
Quart					
Half-gallon					
Gallon					

BASIC METHOD OF DISAGGREGATION

STEP 2. Assign a measure of sales to each group

The disaggregation process is designed to make the probability of selection of an item proportional to the dollar sales of the item in the outlet. Thus, during each stage of disaggregation, before a selection can be made, a measure of sales must be assigned to each of the groups listed. There are four methods available to the Field Representative in measuring the sales of a group. The preferred order of use of these methods is discussed first, followed by a detailed description of each of the methods.

a) Percent of Dollar Sales

b) Ranking

c) Shelf Space

d) Equal Probability

Priority of Methods

There is a priority of use for each of the methods available to the Field Representative for assigning measures of sales. Obtaining percent of dollar sales is the first priority. Failing that, the Field Representative should attempt ranking as the next alternative and then, in order, shelf space and equal probability.

The percent of dollar sales method should be used throughout the disaggregation if the respondent is willing to provide the needed data. However, a real constraint affecting data collection is the willingness and ability of the respondent to provide the requested data. The alternative methods of estimating dollar sales of the eligible items were developed to respond to this constraint. Requesting percents of dollar sales or a ranking of the relative importance of the eligible items clearly places a greater burden on the respondent than the shelf space or equal probability methods.

In determining which method can be used, the Field Representative balances the need for data required to complete the disaggregation against the willingness of the respondent to provide the data. When the respondent cannnot provide percents of dollar sales for all stages in the disaggregation, one solution is to convince the respondent to provide percents of dollar sales for the first two stages of disaggregation and allow the Field Representative to complete the disaggregation using the shelf space method. In particularly difficult circumstances, such as an especially large number of quotes assigned to a single outlet, the burden on the respondent may be lessened by splitting the initiation between the initiation visit and the first pricing visit. This strategy must be authorized in advance by Regional Office staff.

In general, the equal probability method should not be used in the first stage of disaggregation. Some exceptions to this rule are noted on the checklists for the affected ELIs. An exception to this rule is also made in special cases in which the respondent will provide only very limited assistance and the items that are eligible for selection are clearly sold in equal proportion. For example, the equal probability method may be used to select a specific display location if the items in the locations listed are displayed in equal amounts.

When determining which of the four methods will be used, the Field Representative must adhere to the following rules:

- * The Field Representative must first attempt to have the respondent provide percents of dollar sales.
- * Ask the respondent to provide percents of dollar sales or to rank the relative importance of the items for at least the first two stages of disaggregation.
- * The equal probability method should not be used for the first stage of disaggregation except when explicitly allowed by checklist instruction or in exceptional cases as discussed above.
- * Each stage of disaggregation is treated independently when assigning a measure of sales: the method used need not be consistent from one stage to another. The priority of method begins with percent of dollar sales in each stage of disaggregation.

If an ELI in a specific outlet cannot be disaggregated by following these rules, complete an SO-608A explaining the problem. The Washington Office will respond with specific instructions.

The Methods

A) Percent of Dollar Sales

The best method for measuring the sales of a group is the percent of dollar sales. This is the percent that a specific group represents of the total dollar sales of all the groups listed in a specific stage of disaggregation. This method relies on the knowledge of the respondent of the dollar sales of the groups formed in disaggregation Step 1. The respondent may refer to records or provide estimates for percent of sales for the groups.

Reference Period

The time frame on which the sales data used in disaggregation should be based is called the reference period. The reference period for most ELI categories is one year (i.e., the one year previous to the date of initiation). Certain ELIs, however, have been designated as seasonal by the Washington Office and have a reference period that is defined by the ELI and/or the outlet.[2] If the the respondent indicates that sales data must be based on a period different from the reference period expected from these rules, the Field Representative should explain the situation in an SO-608A.

Ask the respondent to consider the total dollar sales (not unit sales) of the whole set of groups listed as 100 percent. Then ask for the actual or estimated percent of dollar sales for each group during the reference period. The total of the percentages provided by the respondent must be between 95 and 105 percent. If the total falls outside of this range, the respondent should be asked to reexamine the percentages and adjust them to come within this range.

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[2] The list of Washington Office Designated Seasonal ELIs is found in Appendix G.1. The initiation of seasonal ELIs is discussed in Chapter 14, Seasonal Items: Initiation and Reinitiation.

Recording Results When Using Percent of Dollar Sales

The percent of dollar sales for each group is entered by the Field Representative in column (D) of the Disaggregation Table under 'Percent of Sales.'

Example 3: Continuing Example 1, percent of dollar sales is obtained from the respondent and entered as follows:

P

LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)
Pint			10		
Quart			20		
Half-gallon			40		
Gallon			30		

B) Ranking

The ranking procedure is used when the respondent cannot provide specific percents of dollar sales for the groups listed. Ranking is an ordering by the respondent of the groups from largest to smallest in terms of dollar sales. The Field Representative then assigns specific percents to each of the groups by using the Ranking Table provided on the Disaggregation Worksheet.

Ranking Table

The Ranking Table is a chart that yields percents when the rank of the groups listed is known. To use the Ranking Table, locate the number of groups to be ranked in the elements across the top of the table and read down the column to find the percents corresponding to the rank of each group.

RANKING TABLE

RANK OF ITEMS	NUMBER OF ITEMS RANKED 2	3	4	5	6	7	8	9	10
1	60	50	40	35	30	30	25	25	25
2	40	30	30	25	25	20	20	20	15
3		20	20	20	20	15	15	10	10
4			10	10	10	10	10	10	10
5				10	10	10	10	10	10
6					5	10	10	10	10
7						5	5	5	5
8							5	5	5
9								5	5
10									5

Recording Results When Using The Ranking Procedure

The rank of each group is entered in column (C) of the Disaggregation Table under 'Rank.' The percent of sales derived from the Ranking Table is then entered in column (D).

Example 4: ELI 42013 Luggage is assigned for initiation. The respondent is unable to provide percent of dollar sales for this quote though she is able to rank the groups of items. The eligible items are organized into three groups: garment bags ranked 1; pullman cases ranked 2; and attache cases ranked 3. Entries are made on the Disaggregation Worksheet as follows:

	LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)
	Attache Cases		3	20		
R	Garment Bags		1	50		
	Pullman Cases		2	30		

Review the Percents with the Respondent

After the respondent has ranked the groups listed and the specific percents of sales have been derived from the Ranking Table, when possible, ask the respondent to review these percents. If the respondent finds that the percents do not accurately reflect the relative sales volume of the groups listed, ask the respondent to adjust these percents. Record adjusted percents of sales by lining through the percents derived from the Ranking Table and entering the adjusted percents beside them.

Special Cases in Ranking

1) Two or more groups are ranked equally

If the respondent ranks two or more groups equally, assign them the same rank (the highest rank for which they are considered). The percents corresponding to each of the equal rank groups must be the same and is derived by the following method: sum the percents in the Ranking Table that correspond to the number of groups that are ranked equally; divide this sum by the number of equal rank groups; and assign each of these groups the average percent. If this sum is not evenly divisible by the number of equal rank groups, drop the remainder.

Thus, for example, if five groups must be ranked and three of the groups are equal -- all three tied for the second largest group -- the three equal rank groups would be assigned a rank of 2, the percents corresponding to the 2, 3, and 4 ranks would be averaged (25 + 20 + 10)/3, and the result assigned to each of the three groups. The sum (55) is not evenly divisible by 3. The remainder (1) is dropped.

R

LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)
Largest		1	35	35	
Smallest		5	10	45	
Middle-A		2	18	63	
Middle-B		2	18	81	
Middle-C		2	18	99	

RANKING TABLE

RANK OF ITEMS	NUMBER OF ITEMS RANKED 2	3	4	5	6	7	8	9	10
1	60	50	40	35	30	30	25	25	25
2	40	30	30	25	25	20	20	20	15
3		20	20	20	20	15	15	10	10
4			10	10	10	10	10	10	10
5				10	10	10	10	10	10
6					5	10	10	10	10
7						5	5	5	5
8							5	5	5
9								5	5
10									5

2) More than ten groups

If more than ten groups are listed in disaggregation Step 1, the Ranking Table cannot be used. To remedy this the Field Representative must go back to disaggregation Step 1 and reevaluate, along with the respondent, the list of groups to determine if the groups can be reorganized to reduce the number to ten. If this fails, the Field Representative should group all groups ranked lower than ninth into an 'other' group and ask the respondent to rank all of the groups again.

3) Groups with sales that are insignificant relative to the other groups listed

If any of the groups listed in disaggregation Step 1 is insignificant in dollar sales, do not rank the group. Rank only the significant groups using the column on the Ranking Table corresponding to the number of significant groups. The Field Representative should then consult with the respondent and assign each of the insignificant groups a percent of from 1 to 5. Subtract the total percent for insignificant groups from the percent assigned to the group that is ranked lowest.

Example 5: There are five groups for selection. 'A' is ranked first, 'E' second, 'C' third, 'B' fourth, and 'D' is considered insignificant by the respondent and is therefore not ranked. The respondent suggests assigning 1 percent to 'D.' This 1 percent is subtracted from 'B,' the lowest ranked group. Nine percent is assigned to 'B' (10 percent less the 1 percent assigned to 'D').

R

LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)
A		1	40		
B		4	9		
C		3	20		
D			1		
E		2	30		

RANKING TABLE

RANK OF ITEMS	NUMBER OF ITEMS RANKED								
	2	3	4	5	6	7	8	9	10
1	60	50	40	35	30	30	25	25	25
2	40	30	30	25	25	20	20	20	15
3		20	20	20	20	15	15	10	10
4			10	10	10	10	10	10	10
5				10	10	10	10	10	10
6					5	10	10	10	10
7						5	5	5	5
8							5	5	5
9								5	5
10									5

The total of insignificant percents cannot exceed 5 percent. If there are too many insignificant groups listed for ranking, form an 'other' group as described above in Step 1.B.

C) Shelf Space

When the respondent is no longer able, or no longer willing, to provide percents of dollar sales or ranks, the Field Representative should determine whether the shelf space method may be used to assign a measure of sales to the groups listed for disaggregation. In the shelf space method, the estimated display space for an item multiplied by the unit price is used as an estimate of dollar sales for the item. The conditions under which the shelf space method may be used and the procedures for making shelf space calculations are specified below.

The shelf space method should only be used after the Field Representative is unable to obtain percents of dollar sales or ranks. This method may be used in cases where, for example, the respondent is able to provide percents of dollar sales or ranks for one or two stages of disaggregation but then is unable to continue for lack of the detailed knowledge required as the groups of eligible items are narrowed. The shelf space method may also be used when the respondent is unable to provide specific information for the disaggregation, but can provide enough information for the Field Representative to determine whether the criteria for using the shelf space method are satisfied.

Because the shelf space method relies on display space as a close approximation of the sales volume of an item, several conditions must be satified before the shelf space method may be used. The Field Representative must verify with the respondent that both of the following criteria are met:

1. the amount of shelf space for display of the items included in a specific stage of disaggregation is roughly comparable to the dollar sales for these items;
2. at least 80 percent of the dollar sales of the items included in a specific stage of disaggregation are from items that are on display.

These criteria apply only to those items included in a specific stage of disaggregation. During the first stage of disaggregation, the criteria must be applied to all items that satisfy the item eligibility rules for initiation. However, during each subsequent stage of disaggregation, the criteria apply only to those items that remain eligible for selection.

The purpose of these criteria is to ensure that among the items that are eligible for selection there is a uniform relationship between the sales volume of a specific item and the display area devoted to that item. Thus, if some items from among all eligible items are restocked much more frequently than others, then the shelf space method should not be used. For example, for ELI 13031 Canned and Dried Fruits, the respondent might indicate that although canned fruit has approximately the same shelf space as dried fruit, canned fruit is restocked daily whereas dried fruit is stocked only once a week. Since the shelf space alone would not represent a close approximation of sales volume for these items, the shelf space method should not be used for a stage in disaggregation in which both canned and dried fruit are eligible for selection.

Similarly, the Field Representative must ask the respondent if at least 80 percent of the dollar sales of the items included in a specific stage of disaggregation are from items that are on display. If less then 80 percent of the sales of the eligible items are made from the display area, then the shelf space method should not be used. For example, for ELI 20011 Beer, Ale and Other Alcoholic Malt Beverages at Home, the respondent may indicate that 30 percent of his sales are from items on display and 70 percent are from sales of cases of beer from his stockroom. Because less than 80 percent of the sales of the eligible items are made from the display area, the shelf space method should not be used during the initial stage of disaggregation in this outlet.

Since the criteria apply only to those items that are eligible for selection in a specific stage of disaggregation, the shelf space method may be used in a later stage of disaggregation even if it cannot be used in an earlier stage. To illustrate this, consider the canned and dried fruit example cited above. The shelf space method could not be used in a stage of disaggregation in which both canned and dried fruit are eligible for selection because they do not satisfy criterion (1). However, if the respondent can provide enough information to eliminate either the canned fruit or the dried fruit (by percent of dollar sales or ranks), then the shelf space method could be used if the respondent were unable to continue providing percent of dollar sales or ranks and both criteria are satisfied for the remaining eligible items.

When determining whether the two criteria are satisfied, the Field Representative may group the eligible items along product lines. For example, to determine whether the shelf space method may be used for disaggregation when several ELIs are assigned for initiation in EC 8 (Eggs), EC 9 (Fresh Milk and Cream), and in EC 10 (Processed Dairy Products), the Field Representative may ask the respondent if the criteria are satisfied for 'dairy products' as a group.

The Shelf Space Calculation

The shelf space method requires an estimate of the display space and the unit price of the eligible items. The estimated display space multiplied by the unit price is used as the approximate proportional equivalent of dollar sales. That is:

(Estimated Display Space) X (Unit Price) = Dollar Sales

For each unit listed for selection, the Percent of Dollar Sales is calculated as follows:

$$\frac{\text{Dollar Sales for Unit}}{\text{Total Dollar Sales for All Units in Stage of Selection}} \times 100 = \%$$

A worksheet is provided to assist in recording the shelf space calculations. (A copy of this form (Form SO-1238) is printed on the following page.) This worksheet is designed to be used in conjunction with the Disaggregation Worksheet. Use of the Shelf Space Worksheet, however, is optional.

Display Space

In estimating the amount of display space allocated to each item, or group of items, listed for selection, there are several types of measurement which may be used. However, the unit of

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OUTLET NUMBER	ELI NUMBER	QUOTE CODE	FIELD REP CODE

LIST OF UNITS FOR SELECTION	DISPLAY SPACE	UNIT PRICE HIGH	UNIT PRICE LOW	UNIT PRICE MIDPOINT $\frac{\text{HIGH} + \text{LOW}}{2}$	DOLLAR SALES FOR UNIT	PERCENT OF SALES
TOTAL:						

DOLLAR SALES FOR UNIT = DISPLAY SPACE X MIDPOINT UNIT PRICE

TO DETERMINE IF UNIT PRICE MULTIPLICATION IS NECESSARY:

$$\frac{\text{HIGH MIDPOINT UNIT PRICE - LOW MIDPOINT PRICE}}{\text{HIGH MIDPOINT UNIT PRICE}} = \_\_\_\_$$

(IF .10 OR LESS, DISPLAY SPACE MAY BE USED DIRECTLY FOR DOLLAR SALES FOR UNIT.)

LIST OF UNITS FOR SELECTION	DISPLAY SPACE	UNIT PRICE HIGH	UNIT PRICE LOW	UNIT PRICE MIDPOINT $\frac{\text{HIGH} + \text{LOW}}{2}$	DOLLAR SALES FOR UNIT	PERCENT OF SALES
TOTAL:						

DOLLAR SALES FOR UNIT = DISPLAY SPACE X MIDPOINT UNIT PRICE

TO DETERMINE IF UNIT PRICE MULTIPLICATION IS NECESSARY:

$$\frac{\text{HIGH MIDPOINT UNIT PRICE - LOW MIDPOINT PRICE}}{\text{HIGH MIDPOINT UNIT PRICE}} = \_\_\_\_$$

(IF .10 OR LESS, DISPLAY SPACE MAY BE USED DIRECTLY FOR DOLLAR SALES FOR UNIT.)

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measurement must be consistent for each of the groups listed. Some examples of the type of measurement to be used are:

1) feet
2) number of shelves
3) number of aisles (or sections of an aisle)
4) number of facings

The procedure for measuring does not involve a ruler, tape measure or any other type of exact measuring tool. The estimated space is based on a visual assessment of the amount of space occupied by the item. Depending on the type of measurement used, the estimated space may be approximated as follows:

1. If the unit of measurement is in feet, the estimate should be rounded up to the nearest 1/2 foot. For example, if the estimate is 2 3/4 feet, round to 3 feet.

2. When the unit of measurement is number of shelves, approximate the space to the nearest 1/2 shelf. For example, if slightly over one shelf is taken up by an item, one shelf can be used.

3. For items displayed by the aisle or section of an aisle, the display space can be estimated to the nearest 1/4 aisle or nearest 1/2 section of an aisle. For example, if slightly less than 1/4 quarter aisle is occupied by a particular item, then 1/4 aisle should be used in calculation.

4) For items that are sold in similar packaging (e.g., all eligible items are sold in jars or all are sold in boxes), the number of packages on the face of the shelf (or 'facing') may be counted.

To use the Shelf Space Worksheet, complete the heading as it is completed on the Disaggregation Worksheet that corresponds to the same quote. List the items, or groups of items, formed in each stage of disaggregation in the column labelled, "List of Units For Selection." Record the display space for each of the groups in the column labelled, "Display Space."

Unit Price

The selling price for each unit included in a stage of selection must be determined. Each unit price may be rounded as follows:

a) if the price of the item is under $2.00, round to the nearest dime;

b) if the price of the item is between $2.00 and $5.00, round to the nearest .50;

c) if the price of the item is more than $5.00, round to the nearest dollar.

Some disaggregation stages may include groups of items with each group composed of items with varying prices. For example, the disaggregation may be based on the brand of the eligible items where several sizes or quantities are available at different prices within each brand. When this occurs the average selling price across all items in the group must be estimated. To estimate the average selling price of all items in the group, calculate the midpoint of the range of prices of the items included in the group. That is:

$$\frac{\text{lowest price + highest price}}{2} = \text{midpoint unit price for the group}$$

Example 1. This example illustrates the estimation of the average unit price by calculation of the midpoint of the price range.

	Unit Price Range	Rounded Unit Price Range	Midpoint of Range
Brand A	.49 to 1.09	.50 to 1.10	$\frac{.50 + 1.10}{2}$ =.80
Brand B	.39 to 1.05	.40 to 1.10	$\frac{.40 + 1.10}{2}$ =.75
Brand C	.47 to 1.03	.50 to 1.00	$\frac{.50 + 1.00}{2}$ =.75

These calculations would be made on the Shelf Space Worksheet as follows:

LIST OF UNITS FOR SELECTION	DISPLAY SPACE	UNIT PRICE			DOLLAR SALES FOR UNIT	PERCENT OF SALES
		HIGH	LOW	MIDPOINT $\frac{\text{HIGH + LOW}}{2}$		
Brand A	2ft	1.10	.50	$\frac{1.60}{2}$ = .80		
Brand B	1½ft	1.10	.40	$\frac{1.50}{2}$ = .75		
Brand C	1ft	1.00	.50	$\frac{1.50}{2}$ = .75		
TOTAL:						

DOLLAR SALES FOR UNIT = DISPLAY SPACE X MIDPOINT UNIT PRICE

TO DETERMINE IF UNIT PRICE MULTIPLICATION IS NECESSARY:

$$\frac{\text{HIGH MIDPOINT UNIT PRICE - LOW MIDPOINT PRICE}}{\text{HIGH MIDPOINT UNIT PRICE}} = \underline{\qquad}$$

(IF .10 OR LESS, DISPLAY SPACE MAY BE USED DIRECTLY FOR DOLLAR SALES FOR UNIT.)

When the price is the same for each item in a listed group, record the unit price in the column labelled, "Midpoint." Similarly, if only specific items are listed for selection (i.e., not groups of items), record the unit price of each item in the Midpoint column.

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Calculation of Dollar Sales for Unit

Dollar sales for each unit for selection is calculated by multiplying display space by the midpoint unit price.

(Estimated Display Space) X (Midpoint Unit Price) = Dollar Sales For Unit

On the Shelf Space Worksheet, for each unit listed, multiply display space by the midpoint unit price and enter the product in the column labelled, "Dollar Sales for Unit."

A Test to Determine Whether Unit Price Multiplication is Necessary (Optional)

To determine dollar sales of each unit for selection, the shelf space method ordinarily requires the following calculation:

(Estimated Display Space) X (Midpoint Unit Price) = Dollar Sales For Unit

However, when the prices of all items included in a disaggregation stage differ by 10 percent or less, dollar sales may be estimated by display space alone. Use the following steps to determine whether the selling prices of the eligible items differ by 10 percent or less. (The test to determine if the unit price multiplication is necessary is an optional test. However, if this test is not performed, then Display Space must be multiplied by unit price to obtain the dollar sales for each unit for selection.)

1. Enter the unit prices and compute the midpoint for ranges of prices.

2. Subtract the lowest midpoint price from the highest midpoint price.

   Highest Midpoint Price - Lowest Midpoint Price

3. Divide this by the highest midpoint price.

$$\frac{\text{Highest Midpoint Price - Lowest Midpoint Price}}{\text{Highest Midpoint Price}}$$

4. If the ratio is .10 or less, then display space alone may be used to estimate dollar sales.

5. If the ratio is greater than .10, then dollar sales must be estimated using display space multiplied times unit price.

Examples 2 and 3 illustrate this test.

Example 2.

	Midpoint Price
Brand A	.80
Brand B	.75
Brand C	.75

Step 2: .80 - .75 = .05
Step 3: .05/.80 = about .06

Since .06 is less than .10, display space can be used by itself to estimate dollar sales.

On the Shelf Space Worksheet:

LIST OF UNITS FOR SELECTION	DISPLAY SPACE	UNIT PRICE HIGH	LOW	MIDPOINT $\frac{\text{HIGH + LOW}}{2}$	DOLLAR SALES FOR UNIT	PERCENT OF SALES
Brand A	2 ft	1.10	.50	$\frac{1.60}{2}$ = .80		44
Brand B	1½ ft	1.10	.40	$\frac{1.50}{2}$ = .75		33
Brand C	1 ft	1.00	.50	$\frac{1.50}{2}$ = .75		22
TOTAL:	4 ½					99

DOLLAR SALES FOR UNIT = DISPLAY SPACE X MIDPOINT UNIT PRICE

TO DETERMINE IF UNIT PRICE MULTIPLICATION IS NECESSARY:

$$\frac{\text{HIGH MIDPOINT UNIT PRICE - LOW MIDPOINT PRICE}}{\text{HIGH MIDPOINT UNIT PRICE}} = .06$$

(IF .10 OR LESS, DISPLAY SPACE MAY BE USED DIRECTLY FOR DOLLAR SALES FOR UNIT.)

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Example 3.

	Rounded Unit Price Range	Midpoint Price
Type A	.30 to .70	.50
Type B	.50 to .80	.65
Type C	.90 to 1.00	.95
Type D	.60 to 2.00	1.30

Step 2: 1.30 - .50 = .80
Step 3: .80/1.30 = about .60

Since .60 is greater than .10, the product of display space and unit price must be used to estimate dollar sales.

On the Shelf Space Worksheet:

LIST OF UNITS FOR SELECTION	DISPLAY SPACE	UNIT PRICE HIGH	UNIT PRICE LOW	UNIT PRICE MIDPOINT $\frac{\text{HIGH + LOW}}{2}$	DOLLAR SALES FOR UNIT	PERCENT OF SALES
Type A	2 shlvs	.70	.30	$\frac{1.00}{2}$ = .50	1.00	13
Type B	3 shlvs	.80	.50	$\frac{1.30}{2}$ = .65	1.95	25
Type C	2 1/2 shlvs	1.00	.90	$\frac{1.90}{2}$ = .95	2.38	30
Type D	2 shlvs	2.00	.60	$\frac{2.60}{2}$ = 1.30	2.60	33
TOTAL:					7.93	101

DOLLAR SALES FOR UNIT = DISPLAY SPACE X MIDPOINT UNIT PRICE

TO DETERMINE IF UNIT PRICE MULTIPLICATION IS NECESSARY:

$$\frac{\text{HIGH MIDPOINT UNIT PRICE - LOW MIDPOINT PRICE}}{\text{HIGH MIDPOINT UNIT PRICE}} = .60$$

(IF .10 OR LESS, DISPLAY SPACE MAY BE USED DIRECTLY FOR DOLLAR SALES FOR UNIT.)

Calculation of Percent of Dollar Sales

Percent of dollar sales for each unit for selection is calculated by dividing the dollar sales for the unit by the total dollar sales for all units listed and then multiplying by 100.

$$\frac{\text{Dollar Sales for Unit}}{\text{Total Dollar Sales for All Units in Stage of Selection}} \text{ X } 100 = \%$$

If unit price multiplication is necessary, sum the entries in the Dollar Sales for Unit column and enter the total beneath that column on the line labelled "Total." If unit price calculation is not necessary, sum the entries in the Display Space column and enter the total beneath that column. To calculate Percents of Sales, divide each entry (in Display Space or Dollar Sales for Unit, as appropriate) by the column total, multiply this quotient by 100, and enter the result in the column labelled, "Percent of Sales."

In Example 2 above, unit price calculation was not necessary. Thus, the Display Space column is totalled (2 + 1 1/2 + 1 = 4 1/2), each entry is divided by the total, then multiplied by 100, and the result is entered in Percent of Sales.

In Example 3 above, unit price calculation was necessary. Therefore, the Dollar Sales for Unit column is totalled (1.00 + 1.95 + 2.38 + 2.60 = 7.93), each entry is divided by the total, then multiplied by 100, and the result entered in Percent of Sales.

Special Procedures for Shelf Space

A. Multiple Locations

The shelf space method may be used readily when items in an ELI are displayed in one or only a small number of different locations in the outlet. However, the shelf space method may be difficult to use if items in an ELI are displayed in a large number of locations throughout the outlet. When the number of different display locations is unmanageable, an alternative may be to use the equal probability method to narrow the number of locations sufficiently so that the shelf space method may be used. However, the equal probability method may only be used during the first stage of disaggregation if the eligible items are displayed in each of the locations in clearly equal amounts.

For example: When initiating ELI 15011 Candy and Chewing Gum in an outlet that displays candy and gum in similar racks next to each cash register, equal probability may be used to narrow the number of locations. However, if the outlet also displayed candy and gum throughout an entire aisle in addition to the displays next to the cash registers, the display areas would be obviously unequal and equal probability should not be used to select a location.

B. Special Display

If an item is displayed in another location as a special promotion, it too should be included in the shelf space calculation.

C. Sale Price

If an eligible item is on sale on the day that the Field Representative is in an outlet, then the sale price should be used as the unit price for that item.

D. Items Sold in Bulk

The shelf space method should not be used in disaggregation stages where the list of eligible items includes items that are displayed in unpackaged bulk (e.g., nuts or candy displayed in barrels).

D) Equal Probability

This procedure should be used if the respondent cannot provide the percent of dollar sales, cannot rank the relative importance of the groups listed for selection, and the shelf space method cannot be used. This method should be avoided whenever possible and in no instance should it be used exclusively throughout the disaggregation process unless explicitly allowed by checklist instruction. This procedure should only be used when all other disaggregation techniques have failed. If Equal Probability is the only method available through all stages of disaggregation, disaggregate the quote using Equal Probability and send an SO-608A with a description of the problem.

The equal probability method assigns percents to each of the groups listed in disaggregation Step 1 solely on the basis of the number of groups. The percents assigned to each group are nearly equivalent, differing only by the 1 percent necessitated by rounding.

To use the equal probability method, refer to the Equal Probability Table provided on the Disaggregation Worksheet. The number of groups to be assigned percents is listed in the first column ('Number of Items'), the percent of sales for each group is listed in the second column ('Post in Column D'), and the running total of percents is listed in the third column ('Post in Column E'). An example is printed on the following page.

E

LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)
Class A			25	25	
Class B				50	
Class C				75	
Class D				100	

EQUAL PROBABILITY TABLE

NUMBER OF ITEMS	POST IN COL D	POST IN COL E
2	50	50, 100
3	33	33, 67, 100
4	25	25, 50, 75, 100
5	20	20, 40, 60, 80, 100
6	16	17, 33, 50, 67, 83, 100
7	14	14, 29, 43, 57, 71, 86, 100
8	12	13, 25, 38, 50, 63, 75, 88, 100
9	11	11, 22, 33, 44, 56, 67, 78, 89, 100
10	10	10, 20, 30, 40, 50, 60, 70, 80, 90, 100

E. DISAGGREGATION METHOD IDENTIFICATION CODES

Indicate the disaggregation method used for each stage of disaggregation by entering the first initial of the name of the method used in the left margin of the Disaggregation Worksheet next to the applicable disaggregation table.

P - Percent of Dollar Sales
R - Ranking
RP - Ranking, and the respondent adjusts the percentages derived from the Ranking Table
S - Shelf Space
E - Equal Probability
V - Dollar Volume Seller[3]

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[3] The Dollar Volume Seller Rule is described in Part F of this chapter.

BASIC METHOD OF DISAGGREGATION

STEP 3. Select the group of items

The final step in disaggregation is to select the group. The selection is made by matching intervals created from the percent of sales data derived in disaggregation Step 2 with a random number obtained from a Random Number Table.

A. Creating Intervals

In disaggregation Steps 1 and 2 a list of groups for selection is formed and a percent of sales is assigned to each. Intervals are created in Step 3 by adding sequentially the percent of sales for each group recorded in column (D) of the Disaggregation Table and, after each addition, entering the result in column (E) under 'Running Total.' The difference from group to group in running total is the interval. The interval for each group has a lower bound of the running total of the group listed above it plus 1 and an upper bound of its own running total. The interval for each group in the example below is listed following the disaggregation table.

P

LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)
Class A			20	20	
Class B			35	55	
Class C			10	65	
Class D			35	100	

The intervals for this stage would be:

CLASS	INTERVAL
A	0 - 20
B	21 - 55
C	56 - 65
D	66 - 100

B. Random Number Tables

The Random Number Table provided on the Disaggregation Sheet is the means by which a group is selected. A Random Number Table normally consists of a sequence of digits which are in apparently random order. These digits are generated by computer and conform to a series of standard statistical tests. The Random Number Tables used by BLS in disaggregation are modified random number tables. The tables used here contain random starting numbers followed by numbers increasing at a predetermined increment. (The increment for each column in the table is 100 divided by the number of the column.)

There are two formats for the random number table: one format that contains four lines of random numbers (this format is used on the the Disaggregation Worksheets with separate disaggregation tables); and another, expanded, format that contains eight lines of random numbers (this format is used on the Disaggregation Worksheets with the continuous disaggregation table).

Along the left side of the Random Number Table is a column of line numbers. These line numbers refer only to the lines in the table. Across the top of the table is listed the 'Number of Items for Selection.' The Number of Items for Selection is the number of groups that are to be selected.

The number of groups to be selected is the number of quotes assigned for initiation for an ELI that are to be disaggregated together. In this section, selection of only one group is considered; in the following section, selection of multiple groups is described.

To use the Random Number Table in the first stage of disaggregation, refer to line number 1 and move across that line to the appropriate column. In the following example, the number of groups for selection is 1. The random number therefore is 55 if using the separate table format or 82 if using the continuous table format.

RANDOM NUMBER TABLE

LINE NO.	NUMBER OF ITEMS FOR SELECTION (1)	(2)	(3)	(4)
1	55	7,57	32,66,99	10,35,60,85
2	51	2,52	25,59,92	14,39,64,89
3	55	26,76	15,49,82	23,48,73,98
4	16	19,69	22,56,89	3,28,53,78

RANDOM NUMBER TABLE

LINE NO.	NUMBER OF ITEMS FOR SELECTION (1)	(2)	(3)	(4)
1	82	22,72	19,53,86	19,44,69,94
2	59	19,69	23,57,90	5,30,55,80
3	56	37,87	26,60,93	11,36,61,86
4	42	24,74	6,40,73	5,30,55,80
5	2	41.91	3,37,70	19,44,69,94
6	84	8,58	10,44,77	22,47,72,97
7	6	21,71	14,48,81	21,46,71,96
8	90	46,96	20,54,87	5,30,55,80

In subsequent stages of disaggregation, the random number is obtained from the succeeding line on the table (in the same column). Thus, the random number for the second stage of disaggregation, if needed, would be obtained from line 2, the third from line 3, and so on.

C. Selecting the Group

Once the random number is determined, the Field Representative selects the group by matching this random number to the group with an interval that contains the random number. The random number is entered in column (F) of the Disaggregation Table under 'Sampling Pattern' on the line of the group with the interval containing the random number. This is the group selected. For example, if the random number is determined to be 24, in the following disaggregation, 'Class B' would be selected since the interval of Group B is 21 - 55.

LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)
Class A			20	20	
P Class B			35	55	24
Class C			10	65	
Class D			35	100	

D. Selecting the Unique Item

If the group selected in disaggregation Step 3 is a unique item then the disaggregation process is complete. However, if the group selected is not a unique item, then the disaggregation process continues with another stage. In this next stage, the group selected in Step 3 becomes the universe from which the Field Representative will construct new groups. The Field Representative then assigns a measure of sales and selects a group. This process continues until a unique item is selected.

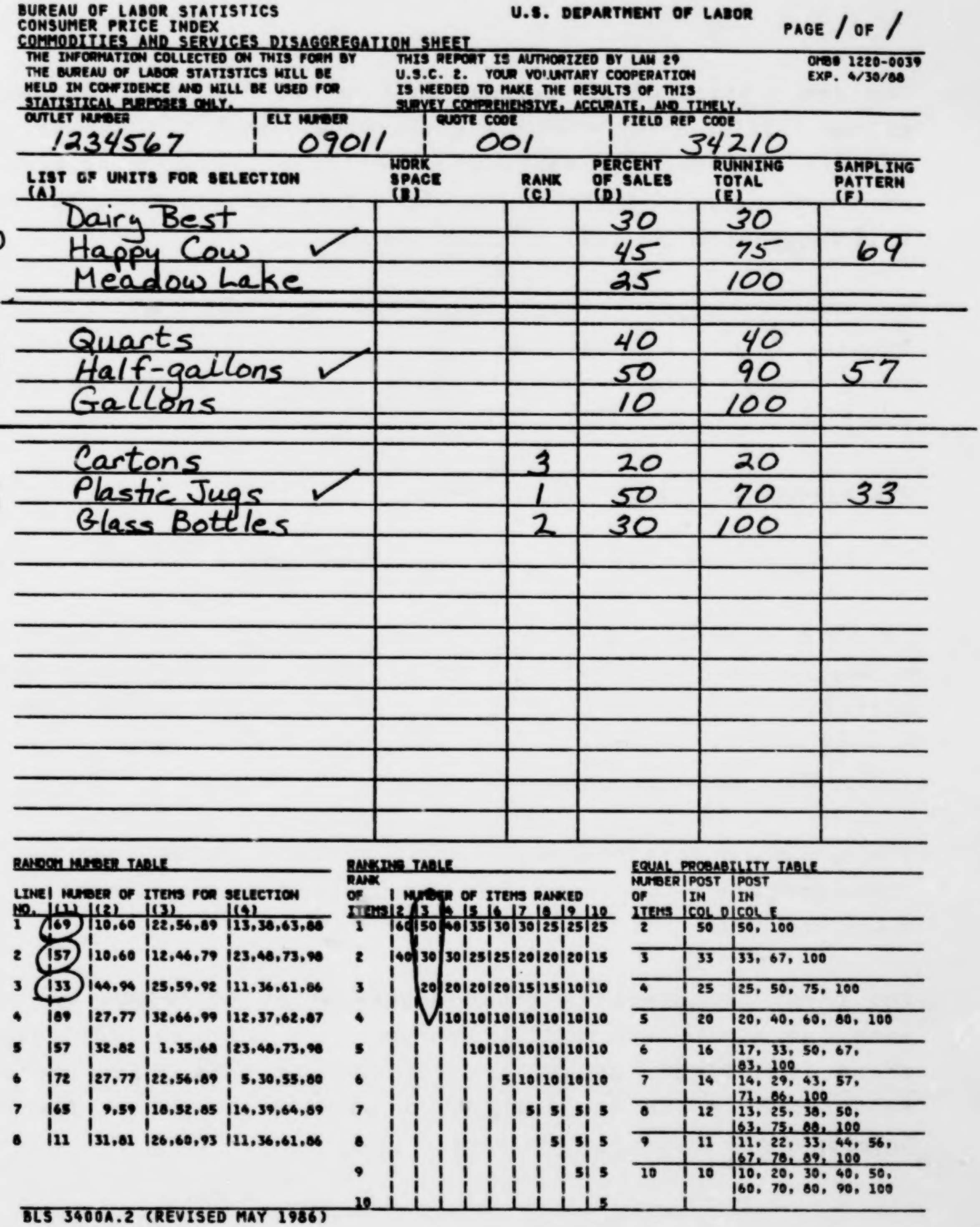
The following is an example of successive disaggregation stages to select a unique item. The Disaggregation Worksheet appears on the following page.

Stage 1: The ELI is 'Whole Milk.' Groups are defined by brand name and 'Happy Cow' is selected.

Stage 2: The universe of eligible items is now 'Happy Cow' brand whole milk. New groups are defined according to the size of the container. Half-gallons is selected.

Stage 3: The universe of eligible items in this stage is 'Happy Cow' brand whole milk in half-gallons. New groups are defined according to the type of container. Plastic jugs is selected.

In this outlet, 'Happy Cow' brand whole milk in half-gallon plastic jugs is a unique item and the disaggregation is complete.



BUREAU OF LABOR STATISTICS
CONSUMER PRICE INDEX
COMMODITIES AND SERVICES DISAGGREGATION SHEET

U.S. DEPARTMENT OF LABOR

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THE INFORMATION COLLECTED ON THIS FORM BY THE BUREAU OF LABOR STATISTICS WILL BE HELD IN CONFIDENCE AND WILL BE USED FOR STATISTICAL PURPOSES ONLY.

THIS REPORT IS AUTHORIZED BY LAW 29 U.S.C. 2. YOUR VOLUNTARY COOPERATION IS NEEDED TO MAKE THE RESULTS OF THIS SURVEY COMPREHENSIVE, ACCURATE, AND TIMELY.

OMB# 1220-0039
EXP. 4/30/88

OUTLET NUMBER	ELI NUMBER	QUOTE CODE	FIELD REP CODE
1234567	09011	001	34210

	LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)
	Dairy Best			30	30	
P	Happy Cow ✓			45	75	69
	Meadow Lake			25	100	
	Quarts			40	40	
P	Half-gallons ✓			50	90	57
	Gallons			10	100	
	Cartons		3	20	20	
R	Plastic Jugs ✓		1	50	70	33
	Glass Bottles		2	30	100	

RANDOM NUMBER TABLE

LINE NO.	NUMBER OF ITEMS FOR SELECTION (1)	(2)	(3)	(4)
1	69	10,60	22,56,89	13,38,63,88
2	57	10,60	12,46,79	23,48,73,98
3	33	44,94	25,59,92	11,36,61,86
4	89	27,77	32,66,99	12,37,62,87
5	57	32,82	1,35,68	23,48,73,98
6	72	27,77	22,56,89	5,30,55,80
7	65	9,59	18,52,85	14,39,64,89
8	11	31,81	26,60,93	11,36,61,86

RANKING TABLE

RANK OF ITEMS	NUMBER OF ITEMS RANKED 2	3	4	5	6	7	8	9	10
1	60	50	40	35	30	30	25	25	25
2	40	30	30	25	25	20	20	20	15
3		20	20	20	20	15	15	10	10
4			10	10	10	10	10	10	10
5				10	10	10	10	10	10
6					5	10	10	10	10
7						5	5	5	5
8							5	5	5
9								5	5
10									5

EQUAL PROBABILITY TABLE

NUMBER OF ITEMS	POST IN COL D	POST IN COL E
2	50	50, 100
3	33	33, 67, 100
4	25	25, 50, 75, 100
5	20	20, 40, 60, 80, 100
6	16	17, 33, 50, 67, 83, 100
7	14	14, 29, 43, 57, 71, 86, 100
8	12	13, 25, 38, 50, 63, 75, 88, 100
9	11	11, 22, 33, 44, 56, 67, 78, 89, 100
10	10	10, 20, 30, 40, 50, 60, 70, 80, 90, 100

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E. SPECIAL CASES IN DISAGGREGATION - MULTIPLE QUOTES

The description of disaggregation thus far has been applicable to the initiation of a single quote within an ELI. However, in certain outlets, the Washington Office will assign more than one quote in an ELI for initiation. This section describes how to disaggregate for such multiple quotes.

The Washington Office will make the assignments on the Quote Summary Form. A message will be printed at the bottom of the Quote Summary Form to indicate which quotes may be disaggregated together.

The message will print as follows:

QUOTES XXX, YYY . . . MAY BE DISAGGREGATED TOGETHER

If this message is not printed, then the quote must be disaggregated separately, as would be the procedure when different ELI categories are initiated. If a quote must be disaggregated separately, the disaggregation is referred to as independent disaggregation.

The procedure for disaggregation of multiple quotes that may be disaggregated together (i.e., dependent disaggregation) is described below.

The first two steps in the disaggregation procedure are the same for single and multiple quotes. The universe of eligible items is defined; groups are formed from this universe; and measures of sales are assigned to each of the groups. Step 3, Selecting the Group, is modified.

In using the Random Number Table for single quote disaggregation, the Field Representative obtains the random number for selecting the group from the first column (i.e., one item, or group of items, to be selected). In multiple quote disaggregation, the random numbers are obtained from the column corresponding to the number of quotes assigned. As in single quote disaggregation, the Field Representative obtains the random numbers from the first line on the Random Number Table for the first stage of disaggregation.

These random numbers are then matched to the intervals established in the the Running Total column of the Disaggregation Table. The groups are selected by entering the random numbers in column (F) on the lines of the groups with the interval containing the random numbers. The same group may be selected for more than one quote: a group is selected as many times as a random number is contained in its interval.

The disaggregation is complete for those groups selected that are unique items at the first stage of disaggregation. If further disaggregation is necessary, then each of the groups remaining is disaggregated in successive stages until a unique item is defined. If a group is selected for just one quote, then the disaggregation of that group to a unique item must continue separately (independently) on a separate Disaggregation Worksheet. If a group is selected for more than one quote, then the disaggregation may continue with the procedure described above for dependent disaggregation.

The random number for each disaggregation stage is obtained from the next available line on the Random Number Table. (The next available line is the line below that used in the previous stage.) Use the column corresponding to the number of times the group has been selected in the previous stage. Thus, if a group is selected once, the Field Representative will obtain the random number from the first column of the table. If a group is selected twice, the random number is obtained from column two, and so on.

Random Numbers for five or more quotes

The Random Number Table is structured to generate numbers for up to four quotes. To obtain random numbers for five or more quotes, use the chart printed below. The chart indicates which columns to use on the random number table when more than four random numbers are required.

NUMBER OF QUOTES	COLUMNS
5	3, 2
6	3, 3
7	4, 3
8	4, 4
9	4, 3, 2
10	4, 3, 3
11	4, 4, 3
12	4, 4, 4

F. THE DOLLAR VOLUME SELLER RULE

If, after five stages of disaggregation, a unique item has not been selected, the Field Representative should ask the respondent to name the largest dollar volume selling item from the group selected in the fifth stage of disaggregation. The Field Representative must make certain that the item named by the respondent is a unique item.

Note: For some ELI categories, more than five stages of disaggregation may be required. These exceptions to the dollar volume seller rule are noted on the checklist for the ELI.

If the respondent is unable to name a single largest dollar volume seller, list the items that generate the largest sales on a Disaggregation Table, assign a measure of sales by equal probability, and select one item using the Random Number Table.

G. MISTAKES IN DISAGGREGATION

If a mistake is discovered immediately it should be corrected. However, if respondent cooperation would be seriously jeopardized by attempting to correct the error, proceed with the disaggregation and explain the problem on an SO-608A. If there are any problems that cannot be corrected, explain them on an SO-608A.

CHAPTER 6. THE ELI CHECKLIST

A. INTRODUCTION

The ELI Checklist, Form 3400B, is used in several important operations in data collection. During initiation, the Checklist is used to describe the item that is selected and thus defines the item that the Field Representative will be pricing in future collection periods. An ELI checklist must be completed for each quote that is initiated. The checklist is also used during pricing for a number of procedures including completion of an incomplete initiation, correction of an item's description, and selection and description of a new item when the current item is no longer available. The checklist also serves generally as an aid to the Field Representative, providing definitions for the ELI categories, suggestions for disaggregation, and, when appropriate, instructions to the Field Representative for using the Checklist.

There is a specific checklist for each of the 364 ELI categories. The checklist begins with a heading containing data elements that require the Field Representative to enter identifying information and the price and price adjuncts of the item described on the checklist. The heading also contains an element for messages to the Washington Office from the Field Representative. The heading is followed by the specification elements that are used to describe the item that is to be priced. Definitions and instructions will generally be furnished at either the beginning or the end of the checklist.

Checklists are computer generated and supplied together with the appropriate outlet initiation facesheets or pricing schedules. On the following page is an example of an ELI Checklist.

CHAPTER 6. THE ELI CHECKLIST

A. INTRODUCTION

B. THE CHECKLIST HEADING

C. SPECIFICATION ELEMENTS

  1. SPECIFICATION ELEMENT CODES

  2. LETTERS AND NUMBERS IN SPECIFICATION ELEMENT CODES

  3. 90 - SERIES SPECIFICATION ELEMENTS

  4. 70 AND 80 SERIES SPECIFICATION ELEMENTS

  5. Z99, ZZ99

  6. SPECIFICATION ELEMENT FORMAT

  7. DOUBLE ASTERISK SPECIFICATION ELEMENTS

  8. TIERED CHECKLISTS

D. THE "BACK" OF THE CHECKLIST

E. REVISED CHECKLISTS

F. THE DEPARTMENT/RESPONDENT LIST, FORM SO-614

EXAMPLE: THE CHECKLIST FOR WHITE BREAD, ELI 02011

BUREAU OF LABOR STATISTICS **U.S. DEPARTMENT OF LABOR**
CONSUMER PRICE INDEX - ELI CHECKLIST

collection period: _ _ _ _ outlet number: _ _ _ _ _ _ _ _ _ quote code: _ _ _ arranging code: _ _ _

ELI No./ title 02011 WHITE BREAD cluster code 01B

item availability: AVAILABLE ELI NOT SOLD INIT INCOMPLETE

purpose of checklist: INIT INIT COMPLETION SPEC CORR SUB REINIT CHECKLIST REV

CURRENT PERIOD

price _ _ _ _ _ _ _ . _ _ _

type of price: REG SALE

quantity _ _ _

size _ _ _ _ _ . _ _ _ PAIR

unit of size: ____________

diff day YES NO

SALES TAX

applicable: YES NO

included: YES NO

rate: _ _ . _ _ _

description: ____________

____

____

seasonal: YES NO in-season: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

respondent: location:

field message:

TYPE
A1 Regular
A2 Vienna
A3 French
A4 Italian
A5 Raisin
A99 Other, ____________

FEATURES
B1 Buttertop
C1 Salt free
D1 Dietetic
E1 Heat and serve
F99 With icing, type, ____________
G99 Other, ____________

CONDITION
H1 Fresh
H2 Day old
H3 Frozen
H4 Refrigerated
H99 Other, ____________

PACKAGING
I1 Pre-packaged
I2 Not pre-packaged

BRAND
J98 Store brand, ____________
J99 Other, ____________

WEIGHT (ENTER EXACT AMOUNT IN SIZE)
K1 Weight not labeled-weighed one package or loose item
K2 Weight not labeled-weighed 2 packages (entered PAIR)
K3 Weight not labeled-weighed 2 loose (entered PAIR)
K4 Weight not available-leave size blank
K99 Labeled weight, ____________

OTHER FEATURES
L99 ____________
M99 ____________
N99 ____________

Z99

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B. THE CHECKLIST HEADING

The format for the heading of the checklist will generally appear as the following:[1]

BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST

collection period: _ _ _ _ outlet number: _ _ _ _ _ _ _ _ quote code: _ _ _ arranging code: _ _ _

ELI No./title cluster code

item availability: AVAILABLE ELI NOT SOLD INIT INCOMPLETE

purpose of checklist: INIT INIT COMPLETION SPEC CORR SUB REINIT CHECKLIST REV

CURRENT PERIOD	**PREVIOUS PERIOD**	**SALES TAX**
price:_ _ _ _ _ _ _ . _ _ _	price:_ _ _ _ _ _ _ . _ _ _	applicable: YES NO
type of price: REG SALE	type of price: REG SALE	included: YES NO
quantity: _ _ _	quantity: _ _ _	
size: _ _ _ _ . _ _ _ PAIR	size: _ _ _ _ . _ _ _ PAIR	description: ______________
unit of size: ______	unit of size: ______	______________
diff day: YES NO	diff day: YES NO	______________

seasonal: YES NO in-season: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

respondent: location:

field message:

---

[1] The Previous Period section and certain price adjuncts (both are described later in this section) are ELI/Cluster specific and therefore they will not appear on all checklists.

1. **Collection Period**

   - 4 digits in the form YYMM

   - Enter the year and month in which the data for the checklist are collected in the form YYMM. There must be two digits for each year and month (e.g., March 1986 would be entered 8603). Do not enter a slash separating year and month.

2. **Outlet Number**

   - 7 digits (the seventh may be either a number or a minus '-' sign)

   - The outlet number is used to identify a specific outlet. If the outlet number is preprinted on the checklist, check to see that it is the same as the outlet number printed on the initiation facesheet (Form 3400) for the outlet. If the outlet number is not preprinted, transcribe the outlet number from the facesheet to the checklist.

3. **Quote Code**

   - 3 digits

   - 'Quote' refers to all the information about a specific item in a specific outlet that will be collected during initiation and later during pricing. The quote code is the identifying number assigned by the Washington Office to that block of information. If the quote code is preprinted on the checklist, check to see that it is the same as the quote code printed on the quote summary form for the outlet. If the quote code is not preprinted, transcribe the quote code from the quote summary form to the checklist.

4. Arranging Code

- 3 alphanumeric characters

- The Arranging codes are used to designate the order in which the quotes for an outlet are listed on the pricing schedule. (See Chapter 8, The Pricing Schedule.) This element is for the efficient arrangement of quotes for collection.

  If the Arranging code is not completed, the quotes for an outlet are listed in numerical sequence according to Quote Code.

Method for Assigning Arranging Codes

The method for assigning Arranging codes will depend on whether the outlet is departmentalized or non-departmentalized. (A departmentalized outlet is an outlet that is organized into two or more departments.)

a. Non-departmentalized Outlets

In a non-departmentalized outlet, assign a 3-digit Arranging code to each quote (e.g., 001). The number used represents the order in which the quote will be listed on the pricing schedule.

For example, there are six quotes in a non-departmentalized outlet with quote codes 001, 002, 003, 004, 005, and 006. The items priced for Quote Code 004 and Quote Code 005 are near the front of the store. The item priced for Quote Code 002 is on the right side and the other items are located in the rear of the outlet. The Field Representative might enter the following Arranging codes so that the quotes would be printed on the pricing schedule in the order they are encountered in the outlet:

Quote Code	Arranging Code
001	004
002	003
003	005
004	001
005	002
006	006

Each arranging code corresponds to a single quote in a specific outlet. When the pricing schedule is returned during pricing, the quotes will be listed in the following order and the arranging code will be set at intervals of 2 (in order to facilitate changes in the ordering).

Quote Code	Arranging Code
004	002
005	004
002	006
001	008
003	010
006	012

b. Departmentalized Outlets

To arrange quotes by department within an outlet the Field Representative must complete a Department/Respondent List, SO-614, for the outlet. (See Part F of this chapter for an explanation of the Department/Respondent List.) Then to arrange quotes within each department, the Field Representative assigns an arranging code to each quote in the form of a single letter followed by three digits (e.g., A001). The letter is the Department Code corresponding to a specific department and can be found in the first column of the Department/Respondent List. The number used represents the order in which the quote will be listed within the department group. Quotes will be returned on the pricing schedule listed by department and will be ordered within each department.

For example, consider a departmentalized outlet with eight quotes to be priced. Quote Codes 002, 004, and 007 are found in the Men's Department, which the Field Representative chose to list first on the Department/Respondent List, and is therefore Department Code A. In the Men's Department it is most convenient to price Quote Code 004 first followed by Quote Code 002 and Quote Code 007. Quote Codes 001 and 003 are found in the Boys' Department, which was listed next on the Department/Respondent List, and is therefore Department Code B. The Field Representative finds that the order in which these quotes are arranged within this department is not important and, therefore, assigns arrangement codes in Quote Code order. Quote Code 005 is found in the

Appliance Department, Department Code C. Quote Code 006 and Quote Code 008 are found in Housewares, Department Code D, and within this department it is most convenient to price Quote Code 008 first.

The arranging codes used are as follows:

Quote Code	Arranging Code
001	B001
002	A002
003	B002
004	A001
005	C001
006	D002
007	A003
008	D001

Just as for non-departmentalized outlets, each arranging code corresponds to a single quote in a specific outlet. When the pricing schedule is returned during pricing, the quotes will be listed in the following order and arranging codes will be set at intervals of 2 (in order to facilitate changes).

Quote Code	Arranging Code
004	A002
002	A004
007	A006
001	B002
003	B004
005	C002
008	D002
006	D004

If organization of quotes by department is not necessary, though the outlet is departmentalized, the Field Representative may arrange quotes in the outlet by following the procedure for non-departmentalized outlets.

5. ELI Number and Title

- The printed ELI Number and Title identify the specific commodity or service category that the checklist describes. (See the description of the "Item Classification" in Chapter 1, Introduction to the CPI.)

6. Cluster Code

- 2-3 alphanumeric characters

- The Cluster Code is an extension of the ELI Number serving to further define the ELI category. The Cluster Code will consist of either just two digits or two digits plus a single letter suffix. The added letter is used to indicate revisions in description or definition to the cluster. The original description and definition of a cluster is not assigned a letter suffix. The first revision is assigned the suffix 'A' and with each revision to the cluster thereafter, the letter will advance by one. For example, a cluster code of 01B indicates that this cluster has been revised twice.

  If the Cluster Code is not printed on the checklist, the Field Representative must enter the code for the cluster that is being initiated or priced. However, the Cluster Code will be printed by the Washington Office when either

a) there is only one cluster in the ELI category and, therefore, the ELI and the cluster are the same, or b) there is only one cluster described on the checklist page and the other clusters in the ELI are described on separate pages.

7. Item Availability

On the checklist, the Item Availability element is used to indicate whether: a) the item is available and a price is reported; b) the ELI is not sold; or c) the initiation is incomplete. Circle the one appropriate Item Availability code.

a. AVAILABLE

Circle AVAILABLE when the item described on the checklist is available for purchase from the outlet at the time of the initiation or pricing and a price is reported.

b. ELI NOT SOLD

Circle ELI NOT SOLD when:

1) No items included in the assigned ELI are available for sale in the outlet and none is expected to be available in the future; or
2) the specific ELI is determined to be out-of-scope in the outlet, though other ELIs assigned for the outlet can be initiated; or

3) the specific quote cannot be initiated because the respondent refuses to provide sufficient information, though other quotes assigned for the outlet can be initiated.

When ELI NOT SOLD is circled, the quote is deleted. If ELI NOT SOLD is circled, the only data element of the checklist below this section of the checklist that should be completed is the Purpose of Checklist.

c. INIT INCOMPLETE

Circle INIT INCOMPLETE when an initiation cannot be completed. Use INIT INCOMPLETE only if disaggregation has proceeded to the extent that at least either one specification element or the cluster in a multi-cluster ELI has been determined. If neither has been determined, then a checklist for the quote should not be returned to the Washington Office. An initiation is incomplete when disaggregation has been started, but a unique item cannot be fully described and priced. For example, an initiation is incomplete when:

1) disaggregation has been started (and at least one specification element or the cluster in a multi-cluster ELI has been determined), but a unique item has not yet been selected;

2) the unique item selected through disaggregation is out-of-season at initiation (though the item was available during the reference period) and cannot be fully described and priced;

3) disaggregation has been completed and a unique item has been selected and completely described, but a price cannot be reported because the item is temporarily unavailable.

When using INIT INCOMPLETE, enter as much information as is available on the checklist including all known data elements in the heading and all known specification elements.

Effects of Using INIT INCOMPLETE

When INIT INCOMPLETE is used and at least one specification element is entered on the checklist, the pricing form that is returned the next collection period will list as much information as was entered on the checklist for the item. The following message will also appear:

*COMPLETE INITIATION

When this message is received, continue disaggregation to a unique item if a unique item has not yet been selected, complete the description of the item and complete the price and price adjuncts. Washington Office Designated Seasonal ELIs (WODs) have special messages that print as a result of using INIT INCOMPLETE. (See Chapter 14, Seasonal Items: Initiation and Reinitiation.)

There are two methods for recording the completion of the initiation of the quote:

1) On the checklist (may be used in all cases):

A checklist may be used to record the completion of an initiation in all cases. To complete the description of an item on the checklist, enter the entire specification for the item including all specification elements already recorded and all specification elements that must be added to complete the description of the item. Complete all of the data elements in the heading of the checklist including the price, price adjuncts, and seasonal data elements.

2) On the pricing form (should be used only when three or fewer specification elements must be added):

If three or fewer specification elements must be added to complete the description of the item, the pricing form should be used to record the completion of an initiation.[2] Enter the specification elements that are needed to complete the description of the item in the data element, "Specification Corrections and Double Asterisk Changes," on the pricing form for the quote. Enter only the specification elements that are not already recorded on the pricing form. Complete all of the relevant data elements on the pricing form for the quote including the price, price adjuncts, and seasonal data elements. A maximum of three specification elements can be entered on the pricing form; if more than three must be added, record the completion of the initiation on a checklist. See Chapter 22, Forms Completion for more detailed instructions.

---

[2] See Chapter 8, The Pricing Schedule, for a description of the pricing form and the data element "Specification Corrections and Double Asterisk Changes."

8. Purpose of Checklist

This data element is used to indicate the reason for completing the checklist. A checklist may be used for: initiation; initiation completion; specification correction; substitution; reinitiation; or checklist revision. Circle the one appropriate Purpose of Checklist code.

a. INIT (Initiation)

Circle INIT when the checklist is being used for the purpose of initiation. (See the description of initiation in Chapter 2, Initiation.)

b. INIT COMPLETION (Initiation Completion)

Circle INIT COMPLETION when the checklist is being used for the purpose of completing an incomplete initiation. The Field Representative will have to complete an initiation when the message *COMPLETE INITIATION appears on the pricing schedule.

c. **SPEC CORR (Specification Correction)**

Circle SPEC CORR when the checklist is being used to record a correction to the specification for the item. (For a description of specification correction, refer to Chapter 16, Specification Corrections and Double Asterisk Changes.)

d. **SUB (Substitution)**

Circle SUB when the checklist is being used to describe a substitution. (For a description of substitution, refer to Chapter 17, Substitutions.)

e. **REINIT (Reinitiation)**

Circle REINIT when the checklist is being used for reinitiation. (For a complete description of reinitiation, refer to Chapter 18, Reinitiations.)

f. **CHECKLIST REV (Checklist Revision)**

Circle CHECKLIST REV when the checklist is being used as a direct result of a revision to the checklist. (For further detail about Revised Checklists, refer to Part E of this chapter.)

9. Current Period

The section labelled Current Period contains the price and price adjunct data elements for the current collection period. There are seven price and price adjunct data elements: Price; Type of Price; Quantity; Size; Unit of Size; Pair; and Different Day.[3] However, not all of these data elements are appropriate to the description and pricing of items in every ELI/Cluster. For example, the Size data element is not appropriate to the description and pricing of apparel items. Therefore, not all of these data elements will be listed on the checklist for a specific ELI/Cluster. The Price data element will be listed on the checklist for every ELI. Type of Price, Quantity, Size, Unit of Size, Pair, and Different Day are ELI/Cluster specific and will only be listed if appropriate to the description and pricing of items in that specific ELI/Cluster. The following information must be entered:

a. Price:

Report the price of the item for the current period. The price reported is limited to seven digits to the left and three digits to the right of the decimal point. (For further information about reporting the price of the item, refer to Chapter 10, The Price Reporting Rules.)

---

[3] The price and price adjunct data elements are described in Chapter 9, Pricing the Current Item.

The following price adjuncts are ELI/Cluster specific. An adjunct will be printed on the checklist only if it is appropriate for that ELI/Cluster. If the adjunct is not printed, do not enter a value for the adjunct.

b. Type of Price:

Circle the appropriate code, either **Regular** or **Sale**, to indicate whether the price reported for the item in the current period is a sale price or a regular price.

c. Quantity:

This space is provided to record the quantity of the item priced.

d. Size:

The Size refers to the dry weight or liquid volume of the item. Enter the numerical value of the size in the space provided. Any fractions must be reported in decimal form up to three digits. The abbreviation of the unit of measurement (e.g., pound or quart) will be entered under Unit of Size.

If the Size adjunct is not applicable or available for the unique item being described, enter '1' to the left of the decimal point for the Size adjunct and 'NAP' in the Unit of Size data element.

e. Unit of Size:

The Unit of Size adjunct will always be printed with the Size adjunct. In Unit of Size enter the unit of measurement that corresponds to the value entered in the Size data element above. The acceptable units and their abbreviations are:

Measures of Volume

OZ - Ounces
PT - Pints
QT - Quarts
HG - Half Gallons
GA - Gallons
ML - Milliliters
LT - Liters
HPT - Half Pint

Measures of Weight

LB - Pounds
OZ - Ounces
KG - Kilograms
GR - Grams

Measures of Energy

KWH - Kilowatt Hours
THM - Therms

Other Measures

NAP - Size not applicable for this item

If no Size applies to the item, enter '1' in the Size data element and 'NAP' in the Unit of Size data element.

f. Pair:

If the ELI requires a size entry but the unique item is sold "per each" rather than by weight, then two average size items (i.e., a pair) must be weighed and the total weight entered in the Size data element. When a pair of an item is weighed and the total entered in Size, then circle the word PAIR that is printed next to the Size data element. In all other cases, do not circle PAIR.

g. Different Day:

In certain ELI categories, a back price may be reported for an item though that item is not available on the date that the Field Representative is in the outlet. The back price must be the most recent available price for the item within the seven calendar day period immediately preceding the date that the Field Representative is in the outlet. If a back price is reported in the Price data element, then circle **YES** in the Different Day data element. If the item is available on the date that the Field Representative is in the outlet, then circle **NO**. (Restrictions on reporting back prices are provided in Chapter 10, The Price Reporting Rules.)

10. Previous Period

The Previous Period is an ELI specific section that will be printed on the checklist only when it pertains to the ELI being priced. The Previous Period information should be entered only when: 1) the purpose of completing the checklist is to make a substitution; or 2) a special instruction is issued from the Washington Office. It should not be used for initiation, reinitiation, or a revised checklist unless a special instruction is issued by the Washington Office.

The Previous Period will list the same set of data elements as is listed in the Current Period section. Enter the appropriate information for the printed price adjuncts for the previous collection period. For example, if you are substituting an item in March 1987, and the quote is bimonthly, you must try to find the appropriate price adjuncts for January 1987. Since previous price adjuncts are difficult to obtain, the most efficient method is to directly ask the respondent. If he/she does not remember every adjunct then it is permissable to leave the particular adjunct blank.

11. Sales Tax

A sales tax is a tax levied by a governmental body on the purchase of a certain commodity or service. Sales tax rates differ among localities and among commodities and services and, therefore, must be collected for most items individually. (For a further description of "Sales Tax," refer to Chapter 11, The Price Reporting Rules, rule #11 "Taxes.") The information that must be entered in this section is:

a. **Applicable:**

This data element is used to indicate whether there is a sales tax levied on the item. If there is a sales tax on the item, circle **YES** and complete the rest of the section. (If there is a sales tax on the item, circle **YES** regardless of whether the sales tax is included in the price reported for the item. See the description of the Sales Tax Included data element below.) If no sales tax is applicable, circle **NO** and do not complete the rest of the section.

b. **Included:**

This data element is used to indicate whether the price reported for the item in the Price data element includes the sales tax on the item. If the sales tax is included in the reported price of the item, circle **YES** in the Sales Tax Included data element. If the sales tax is not included in the reported price of the item, circle **NO**.

c. **Rate:**

This data element is ELI specific and will appear on most, but not all, checklists. If it appears, enter the rate of sales tax that applies specifically for that item. The Field Representative must ask the respondent for the rate of sales tax for each item since different items in the same outlet may have different tax rates (e.g., in many municipalities, necessities are not taxed while non-necessities are).

d. **Description:**

- 64 character limit

- Enter any additional information about the sales tax charged for the item, (e.g., for discounted items, the local law requires that the full price of the item be used as the tax liability base). This will help the Field Representative and the Washington Office understand the nature of the sales tax for that item.

12. Seasonal And In-Season

These data elements are used to indicate whether the unique item is seasonal and, if it is seasonal, the specific months that the item is in-season. (See Chapter 14, Seasonal Items: Initiation and Reinitiation, for a detailed discussion of seasonality.)

An item is seasonal if it is not available for sale in the outlet during all twelve months of the year. If the item is seasonal, circle **YES** in the Seasonal data element. Then ask the respondent for the specific month(s) during which the unique item is available for sale and circle the months in the In-Season data element. Circle each In-Season month individually.

If the item is not seasonal (i.e., the item is available for sale year-round), circle **NO** in the Seasonal data element. If the item is not seasonal, do not circle any months in the In-Season data element.

13. Respondent

- 25 alphanumeric characters

- Enter the name of the respondent for this quote. The respondent is the employee in the outlet who provides the information for this specific quote. This element need only be completed if the quote respondent is different from the respondent entered on the facesheet.

14. Location

- 25 alphanumeric characters

- The Field Representative enters the area where the item is located. This information is used as a reference for all future pricings of that specific item. Other useful information here would include a telephone number of the respondent for the specific item or some unique physical identifier (e.g., the wall with a rainbow design.)

15. Field Message

- 128 alphanumeric characters

- This space is provided for the Field Representative to enter a message explaining the pricing of this quote or to briefly ask/answer questions of the Washington Office. This message is not a permanent entry; it will be printed on the pricing form for the next collection period but will not appear thereafter. Thus, the Field Message should be used to explain temporary situations.

Permanent messages that become part of the description of the quote should be entered in the specification element Z99 (ZZ99) (specification elements are discussed in Part C of this chapter).

Field Messages may be in the form of standard field messages, (for a list and description of all standard field messages, refer to Chapter 13, Standard Codes and Messages,) written messages, or both. Field Messages can be considered "open-ended;" that is, additional information can be provided in the space remaining, up to the 128 character limitation.

Explanations, questions, or answers that will not fit in 128 characters should be sent to the Washington Office via an SO-608A. Use standard message F6 to alert the Washington Office that an SO-608A with information concerning this quote and/or outlet is being sent.

C. SPECIFICATION ELEMENTS

The "body" of each ELI checklist contains the range of specification elements that are the means of describing items included in that ELI. Specification elements are the set of possible characteristics, or properties, that the Field Representative will choose from to describe the unique item.

For example, specification elements may include such characteristics of a commodity as size, the type of container in which it is sold, or characteristics of a service such as the type of work done and the component prices of labor and parts. Specification elements may be price determining or only descriptive. The range of specification elements for each ELI is determined by the Washington Office.

The specification elements used to describe the unique item provide the Washington Office with a full description of the item and enable the Field Representative to identify the item when returning to price the item in subsequent collection periods.

1. Specification Element Codes

Each specification element is identified by a code consisting of one or two letters and a number from 1 - 99. The item selected is described by circling the codes for those specification elements that apply to the item.

2. Letters and Numbers in Specification Element Codes

The letters in specification element codes represent the type of specification element. In designing the specification elements that will be used to describe items in an ELI, the Washington Office attempts to assign the same letter code to specification elements that describe the same type of characteristic. The number in the code then corresponds to the alternative characteristics within that type. For example, for a specific ELI, the letter 'C' might represent the specification element for type of packaging with 'C1' corresponding to a box, 'C2' a can, and 'C3' a jar.

Specification elements with the same letter code indicate that the Field Representative must choose only one of the alternatives to describe the item. This is the intent in designing the specification elements. In the unusual instance when an item may require use of more than one specification element with the same letter code in order to be completely described, one of the applicable specification element codes is circled and the remaining are entered in the specification element Z99(ZZ99) as explained in Part 5 below.

The letter also indicates the order of importance of the specification elements. (This is primarily of concern when a substitution is necessary. See Chapter 17, Substitutions.) The most important specification elements are those with codes beginning with A. The importance of the specification elements decreases down the alphabet to the letter Y. If there are more than 24 types of specification elements, the coding continues, using double letters beginning with AA, AB, AC...AY, BA, BB...BY, CA, CB...down to YY. AA is less important than Y; BA is less important than AY and so on. Thus, the order of importance in specification elements is A to YY. The letters Z and ZZ are reserved for Field Representative comments.

The assignment of codes to a specification element is specific for each ELI. The letter and number assigned to a specification element as well as the relative importance of the element will vary among ELI categories. For example, the specification element denoting that an item is packaged in a box may be coded 'C1' in a given ELI. However, in another ELI, this specification element may be assigned any other code or, because the packaging characteristic is not relevant to describing items in this ELI, may be omitted from the range of specification elements.

3. 90 - Series Specification Elements

- In general, each specification element code corresponds to a predetermined specification element. To use the specification element to describe the item selected the Field Representative circles the specification element code. However, specification elements assigned codes with numbers from 90 - 99 (with any letter prefix) require that the specification element be completed by the Field Representative. To use a 90-series specification element, circle the specification element code and enter the appropriate information on the line provided. For example:

BRAND

F1 Without brand label
[✓ F99] Brand,
Wonder

There is a 35 alphanumeric character field limit for 90-series entries. Words that are part of the specification as printed (e.g., 'Brand' in the example immediately above) should not be repeated in completing the specification.

In cases where it is impractical to list all alternative specification elements for a given type of specification, the Washington Office may provide a 90-series "Other" specification element. For example:

PACKAGING

G1 Box
G2 Can
G3 Jar
G99 Other, ____________________

If the item to be priced is not packaged in a box, can, or jar, but in a plastic bag then the G99 Other, _____ specification element is used:

[✓ G99] Other,
Plastic Bag

4. 70- and 80- Series Specification Elements

There are 70- and 80-series specification elements for describing components of the item. (For a detailed description of "Components," refer to Chapter 12, Component Pricing.) These elements will usually be used to describe a component price of an item. They can also be used to describe other information about a component part (e.g., the number of hours of labor for a service). The 70-series specification elements describe specific components of the item (e.g., an air conditioner in an automobile or the hourly labor rate of some service). The 80-series specification elements are subtotals and totals of components of the item (e.g., the total price of options for an automobile).

To enter 70- and 80-series elements on the checklist, circle the specification element code and enter the appropriate information on the line provided in the following format: enter the text portion of the information first, followed by a double slash mark (//), then the numeric value portion of the information (i.e., price, percent, or other number).

[✓ AB79] Units in first rate block
1ST CU FT // 15000

The double slash mark must always be entered. If there is only text and no numeric value, place the double slash mark after the text. If there is only a numeric value and no text, place the double slash mark before the numeric value. Leave a space between the double slash mark and the text and/or the numeric value so that the demarcation between the two is distinguishable.

There is a 35 alphanumeric character limit when entering the text. Any alphanumeric character can be used in the text.

When entering the numeric value, use up to seven digits to the left and five digits to the right of the decimal point. If the numeric value is negative, enter a minus sign. When entering a price, do not use a dollar sign. Enter only dollars and cents (e.g., 100 dollars is 100.00). If entering a percent, enter the percent as a whole number (e.g., 5 percent is 5, not .05) and do not use a percent sign.

5. Z99, ZZ99

The specification element, Z99, is included at the end of the first page of the specification elements for each ELI. (On checklists where the specification elements are coded in double letters, this specification element is coded ZZ99.)

The Z99(ZZ99) specification element is provided for the Field Representative to enter descriptive information pertaining to the item selected that cannot be described with the given specification elements. There is a 64 alphanumeric character field limit for Z99(ZZ99) entries. To use the Z99(ZZ99) specification element, circle the specification element code and enter the appropriate information on the lines provided.

The Z99(ZZ99) specification element may be used to record any information that will assist in identifying the item selected. For example, the Z99(ZZ99) may be used:

a) to enter a price determining characteristic that describes the item but is not included in the given specification elements for the ELI (e.g., the time of day a drink is served in a bar);

b) to enter descriptive characteristics that will assist in identifying the item (e.g., visual descriptions of the item or computer identification codes used by the outlet);

c) to record a specification element when two or more have the same letter in the specification element code. Only one specification element of a letter may be circled on the checklist. If more than one of a specific letter code applies to the item, one of the specification elements is circled and the remaining information is entered in Z99(ZZ99);

6. Specification Element Format

a. Specification Element Categories

Similar types of specification elements are organized into categories on checklists (where a category may refer to such specification elements as the type of item, packaging, or weight class, etc.). The category is printed in bold type and the related specification elements are listed in a group below. Specification elements that refer to the same type of characteristic are assigned the same letter code and are listed together in the same category. For example:

SIZE RANGE

A1	**Preschool (3 to 6x, or S,M,L)**
A2	**Girls' (7 to 14 or S,M,L)**
A3	**Preteen (6 to 16 or S,M,L)**
A99	**Other, ________________**

And specification elements that refer to different though related characteristics, and therefore are assigned different letter codes, may be grouped together. For example:

ADDITIVES REQUIRED

G1	Water
H1	Eggs
I1	Milk
J99	Other, ________________

There are also categories of specification elements that include specification elements with both same letter and different letter specification element codes. For example:

FEATURES

K1	Brightness control
L1	Adjustable control
M1	Wood cabinet
M2	Plastic cabinet
N1	Built-in antenna

Categories printed in bold type will, in some cases, function as specification elements as well as identify the category of specification elements listed beneath it. In these cases, circle the specification element code of the category and the code(s) of the applicable specification elements included in that category. For example:

A8 SQUASH -----	B42	Yellow straightneck
	B43	Yellow crookneck
	B44	Zucchini (Italian)
	B45	Butternut
	B46	Acorn
	B47	Buttercup
	B48	Hubbard
	B49	Spaghetti
	B98	Other, ________________

b. **Multi-page Checklists**

Checklists for ELI categories with a large number of specification elements may have specification elements listed on additional pages. A message to "Specify Additional Information on Page__," or "Specification Continued on Page___," should appear on the checklist.

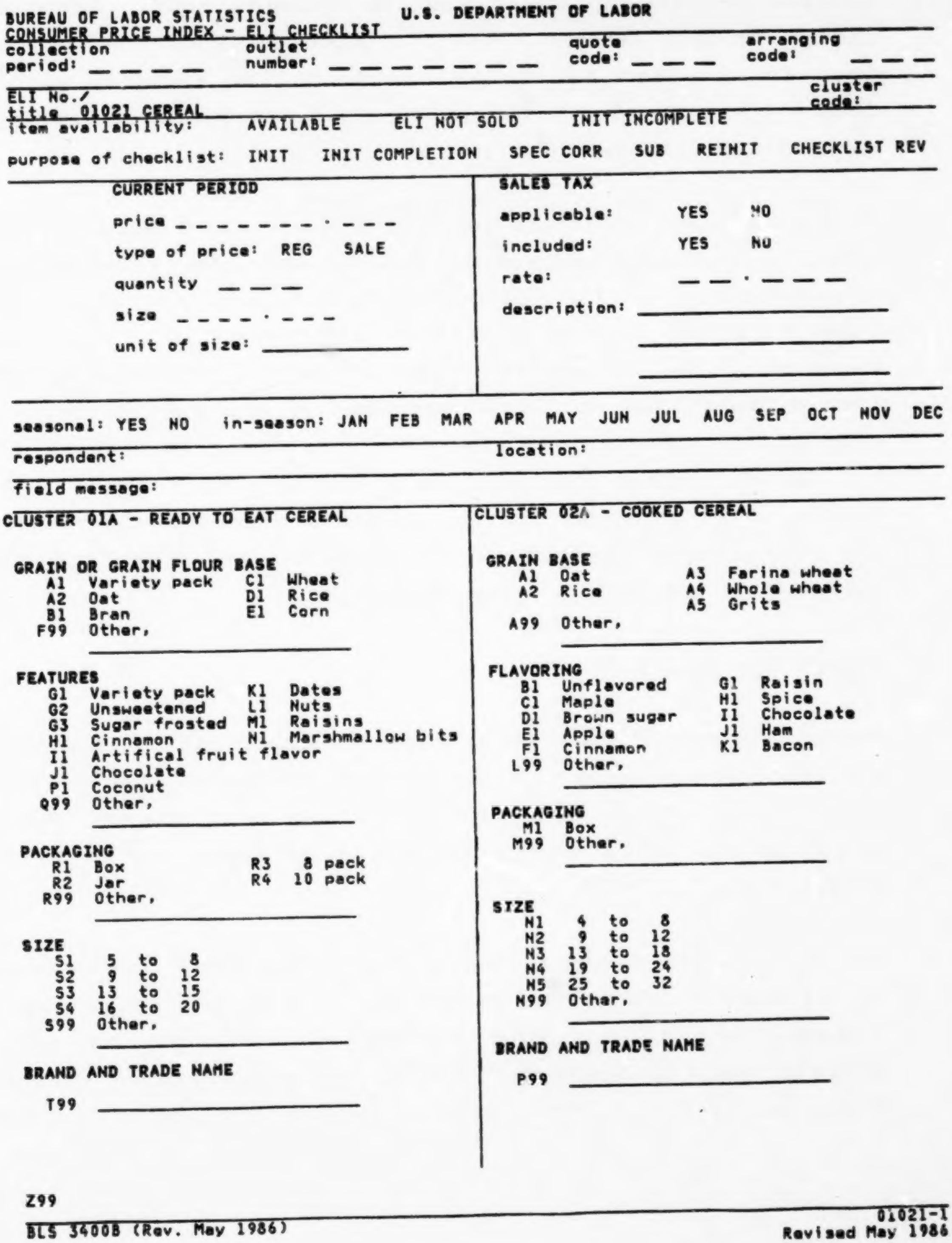
c. Single and Multi-Cluster Checklists

If an ELI contains only one cluster, the range of specification elements to be used in describing the item selected is composed of all specification elements listed on the checklist. However, when an ELI contains more than one cluster, the range of specification elements may be different for each of the clusters.

The two main formats for multi-cluster checklists are: 1) The clusters are printed on the same page. The range of specification elements that is not common to all the clusters is separated by a vertical line; those that are common to all clusters are listed below a horizontal line. The Field Representative must enter the correct cluster code in the heading. An example appears on the following page.

2) Each cluster in the ELI is printed on a separate page. These checklists are bound together in booklet form with a cover page containing a table of contents listing the clusters and the pages on which they are found.

An example of the format of a multi-cluster checklist with the clusters printed on the same page:



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST

collection period: _ _ _ _
outlet number: _ _ _ _ _ _ _ _
quote code: _ _ _
arranging code: _ _ _

ELI No./ title 01021 CEREAL
cluster code:

item availability: AVAILABLE ELI NOT SOLD INIT INCOMPLETE

purpose of checklist: INIT INIT COMPLETION SPEC CORR SUB REINIT CHECKLIST REV

CURRENT PERIOD

price _ _ _ _ _ _ _ . _ _ _
type of price: REG SALE
quantity _ _ _
size _ _ _ _ _ . _ _ _
unit of size: __________

SALES TAX

applicable: YES NO
included: YES NO
rate: _ _ . _ _ _
description: __________

seasonal: YES NO in-season: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

respondent:
location:

field message:

CLUSTER 01A - READY TO EAT CEREAL

GRAIN OR GRAIN FLOUR BASE
A1 Variety pack
A2 Oat
B1 Bran
C1 Wheat
D1 Rice
E1 Corn
F99 Other, __________

FEATURES
G1 Variety pack
G2 Unsweetened
G3 Sugar frosted
H1 Cinnamon
I1 Artifical fruit flavor
J1 Chocolate
K1 Dates
L1 Nuts
M1 Raisins
N1 Marshmallow bits
P1 Coconut
Q99 Other, __________

PACKAGING
R1 Box
R2 Jar
R3 8 pack
R4 10 pack
R99 Other, __________

SIZE
S1 5 to 8
S2 9 to 12
S3 13 to 15
S4 16 to 20
S99 Other, __________

BRAND AND TRADE NAME
T99 __________

CLUSTER 02A - COOKED CEREAL

GRAIN BASE
A1 Oat
A2 Rice
A3 Farina wheat
A4 Whole wheat
A5 Grits
A99 Other, __________

FLAVORING
B1 Unflavored
C1 Maple
D1 Brown sugar
E1 Apple
F1 Cinnamon
G1 Raisin
H1 Spice
I1 Chocolate
J1 Ham
K1 Bacon
L99 Other, __________

PACKAGING
M1 Box
M99 Other, __________

SIZE
N1 4 to 8
N2 9 to 12
N3 13 to 18
N4 19 to 24
N5 25 to 32
N99 Other, __________

BRAND AND TRADE NAME
P99 __________

Z99

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01021-1
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7. Double Asterisk Specification Elements

Some specification elements have a pair of asterisks (**) printed before the specification element code. These are called "double asterisk" specification elements and they are used in the same manner as specification elements without double asterisk (i.e., to completely describe the unique item with all applicable specification elements).

Double asterisk specification elements are differentiated from other specification elements only when determining item availability. If an item that exactly matches the specification is not available in the outlet, the Field Representative determines whether the outlet sells an item that differs from the item described in the specification in only double asterisk specification elements. If such an item is available, then it should be priced and the changes to the double asterisk specification elements recorded according to the procedures described in Chapter 16, Specification Corrections and Double Asterisk Changes.

8. Tiered Checklists

Certain ELIs utilize a three tiered classification format for specification elements on the pricing schedule and checklist, along with specialized pricing and substitution procedures. Such checklists are referred to as tiered checklists.

The specification elements for these checklists are grouped, or divided, into three tiers or levels of specification characteristics. The first tier contains major product/quality characteristics, the second tier contains minor product/quality characteristics and the third tier contains product identifiers (e.g., style number). The tiers are identified by the numbers 1, 2, and 3 in the right hand margin of the pricing form and checklists. The primary focus of the tiered format is to hold constant as much as possible the product/quality characteristics in the first tier when a substitution must be made (that is, maintain as much as possible the first tier specification elements). The specialized pricing/substitution procedures to be used for these items are outlined on the back of each checklist; it is important to follow these instructions carefully.

D. THE "BACK" OF THE CHECKLIST

The following information is also included on the ELI checklist. (In general this information will be printed on the last page of the checklist, although, on certain checklists, it will be printed on the first page.)

1) ELI Number, Cluster Code, and ELI Title

The number and title of the relevant ELI.

2) ELI Definition

A precise definition of what is included and, when appropriate, what is excluded from the ELI.

3) Disaggregation Suggestions

Many checklists provide ideas or approaches for disaggregating the ELI.

4) Explanatory Notes

Explanations of unfamiliar or difficult terms used in the checklist.

5) Special Instructions

Any necessary instructions that apply to the ELI.

E. REVISED CHECKLISTS

Whenever a change is made to a checklist, (to change the ELI definition, specification elements or explanatory notes, for example), a revised checklist is issued.

When a revised checklist is issued the Field Representative will be instructed to take one of three possible actions:

1) **NOTE AND FILE REVISED CHECKLIST**

The checklist has been modified and the Field Representative is sent a copy of the revised checklist to update their file. No other action is required.

2) **REDESCRIBE ON REVISED CHECKLIST (MM/YY) IF PRICE CAN BE REPORTED**

The checklist has been modified and a copy of the checklist has been included with the pricing schedule. The Field Representative should describe the current item on the revised checklist. For an example of procedures to follow when redescribing on a revised checklist, refer to Chapter 22, Forms Completion.

3) REINITIATE
USE REVISED CHECKLIST (MM/YY) PROVIDED

The checklist has been modified and a copy of the checklist has been included with the pricing schedule. The Washington Office has determined that the ELI or cluster requires reinitiation using the revised checklist. The Field Representative should reinitiate the quote following the procedures in Chapter 18, Reinitiations. Complete the Pricing Form and revised checklist using Chapter 22, Forms Completion.

F. THE DEPARTMENT/RESPONDENT LIST, FORM SO-614

In order to facilitate data collection when returning to outlets that are organized into departments in future collection periods, the Field Representative may want to complete the Department/Respondent List, Form SO-614. The Department/Respondent List enables the Field Representative to arrange quotes so that items priced in the same department are grouped together. On the SO-614 there are fields in which to enter the department name, the department respondent and the department location.

The Department/Respondent List is completed together with the Arranging Code on the checklists or pricing forms for the items that are to be grouped. They may be completed during initiation or at any time during pricing at the option of the Field Representative.[4]

A. Arranging Pricing Assignments by Department

Below is a description of the elements on the form and the information required to arrange pricing assignments by department.

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[4] During initiation, one copy of the SO-614 will be included in the initiation schedule. Blank copies of the SO-614 will be supplied to the field for use after initiation.

BUREAU OF LABOR STATISTICS
CONSUMER PRICE INDEX
DEPARTMENT/RESPONDENT LIST

U.S. DEPARTMENT OF LABOR

OUTLET NUMBER: _ _ _ _ _ _ _ _

OUTLET NAME: _

DEPT CODE	DEPARTMENT NAME	DEPARTMENT RESPONDENT	DEPARTMENT LOCATION
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			
O			
P			
Q			
R			
S			
T			
U			
V			
W			
X			
Y			
Z			

SO 614 (REVISED MAY 1986)

1. Heading Information

Enter the Outlet Number and Outlet Name as they appear on the schedule facesheet. (During initiation, the SO-614 included in the initiation schedule will have the Outlet Number and Outlet Name preprinted.)

2. Department Code

Each letter in the left column becomes the code for the department described on the same line.

3. Department Name

- 25 alphanumeric character limit
- Enter the name of the department as it is used by the outlet (e.g., "Boys' World" not just "Boys'"). Enter the name of the department (and corresponding quotes) that should be listed first in the pricing schedule in the line with Department Code A, the name of the department (and corresponding quotes) that should be listed second in Department Code B, and so on moving down through the form using the Department Codes consecutively.

4. Department Respondent

- 25 alphanumeric character limit
- Enter the name of the respondent for the department (e.g., the department manager or buyer) and the location of the respondent if it is not in the department itself (buyers may have offices elsewhere in the outlet).

5. Department Location

- 25 alphanumeric character limit
- Describe the location of the department (e.g., 4th Floor West).

When a Department/Respondent List is used for arranging pricing assignments, the information for each department is returned to the Field Representative on the Pricing Form (described in Chapter 8, The Pricing Schedule) as follows:

```
COLLECTION PERIOD  8706                          06/01/87  Page 2
OUTLET NUMBER  1234567       ACME MARKET         06/09/87  A102/1440
QUOTE CODE  001
---------------------------------------------------------------------
DEPARTMENT   A            NAME  BOYS'
                          RESPONDENT  STEVE GLASS
                          LOCATION  5TH FLOOR
---------------------------------------------------------------------
ARRANGING CODE: A002         RESPONDENT:
                             LOCATION: AISLE 13
```

All quotes that are listed for a specific department are then printed on the pricing schedule following this Department/Respondent information. The Field Representative indicates the department in which an item can be found by completing the Arranging Code on either the checklist or Pricing Form corresponding to the item (this is described in Part B of this chapter).

B. Using the Department/Respondent List to Record Component Information

The Department/Respondent List may also be used as an aid when component prices of an item are obtained at another outlet or from another respondent. If, for example, repair services are priced and component prices for parts cannot be obtained from the repair service outlet but must be obtained from a parts dealer or distributor, the Department/Respondent List may be used to record the name and telephone number of the parts dealer or distributor.

In using the Department/Respondent List to record descriptive information when prices for components of an item must be obtained at another outlet or from another respondent, the elements and the field limits on the form remain the same, however, the information entered for each of the elements changes as described below.[5] The information should be obtained from the outlet that is being initiated.

1. Department Name
   Enter the name of the component part outlet.

2. Department Respondent
   Enter the name of the respondent.

3. Department Location
   Enter the location of the department.

---

[5] When using the SO-614 to record component information, only one line on the SO-614 may used for each quote.

CHAPTER 7. PERCENT OF POPS

A. INTRODUCTION

B. WHEN TO OBTAIN PERCENT OF POPS

C. THE PERCENT OF POPS WORKSHEET - FORM 3400C

D. RECORDING PERCENT OF POPS

E. SPECIAL PROCEDURES: SUBGROUPS FOR LARGE POPS CATEGORIES

F. SPECIAL PROCEDURES: PERCENT OF POPS IN DEPARTMENTALIZED OUTLETS

CHAPTER 7. PERCENT OF POPS

A. INTRODUCTION

An important part of the initiation of an ELI is obtaining Percent of POPS. Percent of POPS is the ratio (in percent) of the total dollar sales of an ELI category in an outlet to the total dollar sales of the corresponding POPS category in the outlet.[1]

Percent of POPS data are collected to ensure that each sample quote has the correct importance (weight) in calculating the index. As discussed in Chapter 1, Introduction To The CPI, the index is constructed from a set of samples. The sampling process extends from the selection of the geographical areas where price data will be collected to the selection of the specific outlets and items for which the data will be obtained. Because the index is constructed from samples, a measure of the relative importance, or weight, based on these samples must be assigned to each quote used in the index.

The measure of relative importance for each quote is derived from several factors. One of these factors is an estimate of expenditures by the index population. This expenditure information is developed on the basis of either information gathered in the POPS (POPS items) or information obtained from other sources (non-POPS items).

If the estimate of expenditure is developed from the POPS, it must be adjusted to reflect the proportion that the ELI represents of the POPS category. This adjustment is necessary because POPS categories are a more general system of classification of commodities and services than ELI categories (each POPS category is composed of one or more ELI categories). Similarly, estimated expenditures for certain non-POPS items must be adjusted to conform to ELI categories.

---

[1] The term "Percent of POPS" is used in a broad sense. Percent of POPS data must also be collected for certain ELI categories that are included in non-POPS. All categories for which Percent of POPS must be collected are assigned POPS category numbers.

In general, whenever the estimate of expenditure (either POPS or non-POPS) is drawn from data that do not conform to ELI categories, a statistical adjustment in the computation of the index is necessary. Percent of POPS data are used to calculate this adjustment factor.

B. WHEN TO OBTAIN PERCENT OF POPS

The POPS categories for which Percent of POPS must be obtained are listed in Appendix E.3. Percent of POPS must be obtained for all POPS categories containing more than one ELI. Percent of POPS must also be obtained in special cases where, although the POPS category contains only one ELI, the POPS category includes items that are not included in that ELI.

If Percent of POPS is required, the data are collected when an ELI is initiated in a specific outlet for the first time or at other times on special instruction from the Washington Office.

C. THE PERCENT OF POPS WORKSHEET - FORM 3400C

Percent of POPS data are collected on the Percent of POPS Worksheet, Form 3400C. There is a specific POPS Worksheet for each POPS category that requires Percent of POPS. The necessary

POPS Worksheets will be either printed or computer generated and supplied together with the appropriate outlet initiation facesheets or pricing schedules. Below is an example of a POPS Worksheet.

Bureau of Labor Statistics
Percent of POPS Worksheet
BLS 3400C

U.S. DEPARTMENT OF LABOR

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Form Approved
O.M.B. No. 44-R-1601

Outlet Number
Department

Type of Business

Time for Sheet
Non-Response Code

POPS Category
42 **REPAIR OF HOUSEHOLD APPLIANCES EXCEPT RADIO, TV, SOUND EQUIPMENT**

POPS ELI'S & RELATED ITEMS (1)	SAMPLE ELI'S IN (2)	RANK (3)	PERCENT (4)	NO OF DEPARTMENTS WITH LISTED ELI (5)	QUOTE CODE (6)	DO NOT USE (7)
23014 REPAIR OF DISPOSAL, BUILT-IN DISHWASHER, RANGE HOOD						
34062 REPAIR OF HOUSEHOLD APPLIANCES						
REPAIR OF PERSONAL CARE APPLIANCES - - T						

*** DEFINITIONS ** DEFINITIONS ** DEFINITIONS ** DEFINITIONS ** DEFINITIONS ** DEFINITIONS**

POPS 42 REPAIR OF HOUSEHOLD APPLIANCES, EXCEPT RADIO, TV, SOUND EQUIPMENT

POPS DEFINITION - Repairs, including contracts for servicing of such household appliances as dishwashers, garbage disposals, clothes washers and dryers, stoves, refrigerators, irons, mixers, hair dryers, room air conditioners, and room humidifiers. Do not include radio and TV repairs.

ELI DEFINITIONS

REPAIR OF DISPOSAL, BUILT-IN DISHWASHER, RANGE HOOD - Includes repair (including service contracts) of disposals, built-in dishwashers, and range hoods.

REPAIR OF HOUSEHOLD APPLIANCES - Includes repair to such household appliance items as refrigerators, freezers, washers, dryers, stoves, portable dishwashers, portable cooling and heating equipment, small electric kitchen appliances, electric floor cleaning equipment, and sewing machines. Repair includes labor, parts, and all other applicable charges; service contracts are also included.

REPAIR OF PERSONAL CARE ITEMS - Includes all repairs to such personal care appliances such as hair dryers, electric toothbrushes, water pics, and other personal care appliances.

1. Heading Information

a. Outlet Number

- 7 digits (the seventh may be either a number or a minus '-' sign)
- The Outlet Number will be preprinted on the POPS Worksheet.

b. Department

- No character limit
- This element is used only in departmentalized outlets where the POPS category is sold in more than one department. Use of this element is described in Section F, Percent of POPS in Departmentalized Outlets.

c. Type of Business

- 3 digits
- Enter the 3-digit 'Type of Business Code' from the schedule facesheet.

d. Time for Sheet

- 3 digits
- Enter the time, in minutes, required to complete the Percent of POPS Worksheet.

e. Non-Response Code

- 3 digits

- Enter one of the following codes if no Percent of POPS information can be obtained. Leave this element blank if any information is reported.

Percent of POPS Non-Response Codes

990	Respondent does not know
991	Respondent refuses to cooperate
992	None of the items in the POPS category are sold in the outlet
999	Other non-response

f. POPS Category Number and Title

The number and title of the applicable POPS category are preprinted on each Percent of POPS Worksheet.

2. Body of Form

The 'body' of each Percent of POPS Worksheet is divided into seven columns.

1) POPS ELIs and Related Items

The following are listed by the Washington Office in column (1):

- all ELI categories that are included in the POPS category;
- item categories that are included in the POPS category but are not included in any ELI (this type of item category is designated with a "T" meaning it is truncated, or excluded, from an ELI);
- for larger POPS categories, subgroup headings of ELI and truncated item categories will be printed. The heading is not an ELI but serves to organize the ELI and truncated item categories to facilitate collecting Percent of POPS.

2) Sample ELIs in ________.

The Field Representative indicates on the blank line in the column heading whether the Percent of POPS data include the entire outlet (write 'outlet') or if Percent of POPS is reported separately for each department in a departmentalized outlet (write 'department').

In the spaces below, indicate with an 'X' those ELI categories listed in column (1) that are assigned for initiation in this outlet.

3) Rank

Used to rank the categories listed in column (1) when percents of dollar sales cannot be obtained. The rank is based on dollar sales and not on unit volume.

4) Percent

Enter the percent of dollar sales that each of the categories listed in column (1) represents of the whole POPS category.

5) Number of Departments with Listed ELI

This column is left blank.

6) Quote Code

Transcribe the Quote Code to the Percent of POPS Worksheet from the Quote Summary Form. Enter the Quote Code for each of the quotes in each ELI assigned for initiation. If more than one quote is assigned for a given ELI, separate the Quote Codes with a comma.

7) Do Not Use

Column (7) is for Washington Office use in recording Percent of POPS.

3. Definitions on the Percent of POPS Worksheet

The definition of the POPS category and definitions for each of the ELI and truncated item categories contained in that POPS category are listed below the body of the Percent of POPS Worksheet. For example, the definitions on the POPS Worksheet for POPS 24, "Household Linens," shows the following:

* DEFINITIONS ** DEFINITIONS ** DEFINITIONS ** DEFINITIONS ** DEFINITIONS ** DEFINITIONS

POPS 24 HOUSEHOLD LINENS

POPS DEFINITION - Blankets, sheets, pillows, bedspreads, mattress covers, quilts, comforters, towels, facecloths, bathmats, shower curtains, dish cloths, tea towels, pot holders, cloth tablecloths, napkins, and place mats.

ELI DEFINITIONS

BATHROOM LINENS - Include towels, washcloth, bath mats, bath rugs, toilet covers and shower curtains.

BEDROOM LINENS - Includes bedspreads, blanket, quilts, sheets, pillowcases, bed pillows, mattress pads and covers, pillow covers.

KITCHEN AND DINING ROOM LINENS - Includes dish cloths, dish towels, tablecloths, napkins, placemats.

D. RECORDING PERCENT OF POPS

Percent of POPS is defined as the ratio (in percent) of the total dollar sales of an ELI category in an outlet to the total dollar sales of the corresponding POPS category in the outlet. However, Percent of POPS data must be collected for each ELI and each truncated item category contained in the corresponding POPS category.

It should be emphasized that Percent of POPS data must reflect the sales of the entire outlet for each of the specified categories. This section details the procedures for collecting Percent of POPS in a non-departmentalized outlet. Section F discusses the procedures to be followed if the POPS category is sold in more than one department in the outlet.

1) Define the scope of the Percent of POPS data:

On the line in the heading of column (2) indicate whether the Percent of POPS data include the entire outlet (write 'outlet') or if Percent of POPS is reported separately for each department in a departmentalized outlet (write 'department').

2) Mark the ELI categories assigned for initiation and enter the appropriate Quote Code(s):

Enter an 'X' in column (2) on the line of each ELI assigned for initiation in this outlet and enter the Quote Codes in column (6) for the quotes corresponding to the ELI initiated.

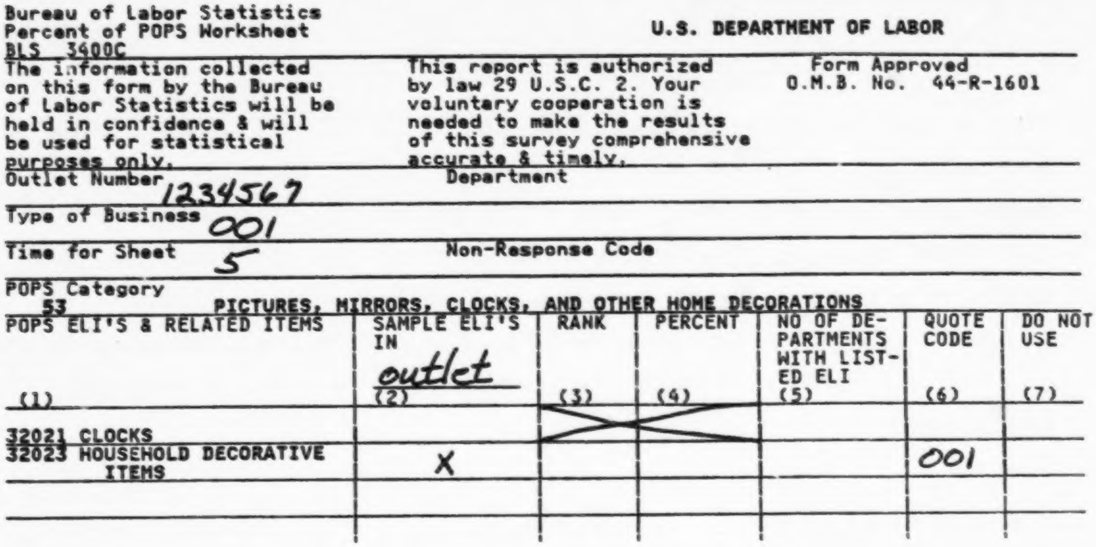
For example, if ELI 28012, Bedroom Linens, with two quotes coded 006 and 007 were assigned for initiation in a non-departmentalized outlet, the following would be recorded:

POPS Category
24 HOUSEHOLD LINENS

POPS ELI'S & RELATED ITEMS (1)	SAMPLE ELI'S IN outlet (2)	RANK (3)	PERCENT (4)	NO OF DEPARTMENTS WITH LISTED ELI (5)	QUOTE CODE (6)	DO NOT USE (7)
28011 BATHROOM LINENS						
28012 BEDROOM LINENS	X				006,007	
28013 KITCHEN AND DINING ROOM LINENS						

3) Determine which of the ELI and truncated item categories are sold in the outlet:

Ask the respondent which ELI and truncated item categories are sold in the outlet. (If an outlet sells any item in a specific category, then the outlet is considered to be selling the entire category.) Sales data will be obtained in Step 4 below for those categories that are sold in the outlet. For those categories that are not sold in the outlet, mark an 'X' through columns (3) and (4). In the following example, 'clocks' are not carried in the outlet, although 'household decorative items' are carried:



Bureau of Labor Statistics
Percent of POPS Worksheet
BLS 3400C

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O.M.B. No. 44-R-1601

Outlet Number 1234567
Department

Type of Business 001

Time for Sheet 5
Non-Response Code

POPS Category
53 PICTURES, MIRRORS, CLOCKS, AND OTHER HOME DECORATIONS

POPS ELI'S & RELATED ITEMS (1)	SAMPLE ELI'S IN outlet (2)	RANK (3)	PERCENT (4)	NO OF DEPARTMENTS WITH LISTED ELI (5)	QUOTE CODE (6)	DO NOT USE (7)
32021 CLOCKS						
32023 HOUSEHOLD DECORATIVE ITEMS	X				001	

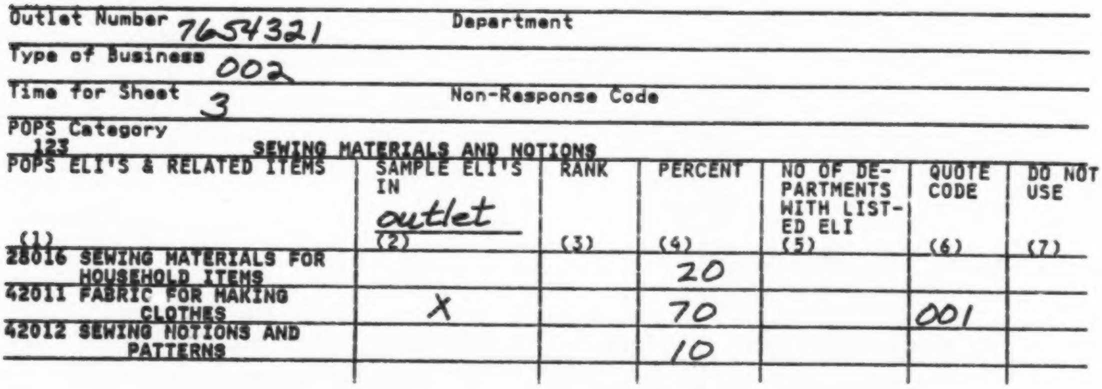
4) Assign Percents:

The preferred method of reporting Percent of POPS data is to obtain the percent of dollar sales in the outlet that each ELI and truncated item category represents of the whole POPS category. Ask the respondent to consider the dollar sales of the whole POPS category as 100 percent. Then ask for the estimated percent of dollar sales that each ELI and truncated item category represents of the total. Enter the percents in column (4). The percents should sum to 100.

Reference Period for Percent of POPS Data

The reference period for Percent of POPS data, (i.e., the time frame on which the sales data used in Percent of POPS should be based), is one year previous to the date of initiation.

For example, the respondent is able to estimate that 70 percent of dollar sales of the POPS category, "Sewing Materials and Notions," are from sales of 'fabric for making clothes' during the reference period, 20 percent of dollar sales are from 'sewing materials for household items,' and 10 percent of dollar sales are from 'sewing notions and patterns.' The Field Representative would record the following:



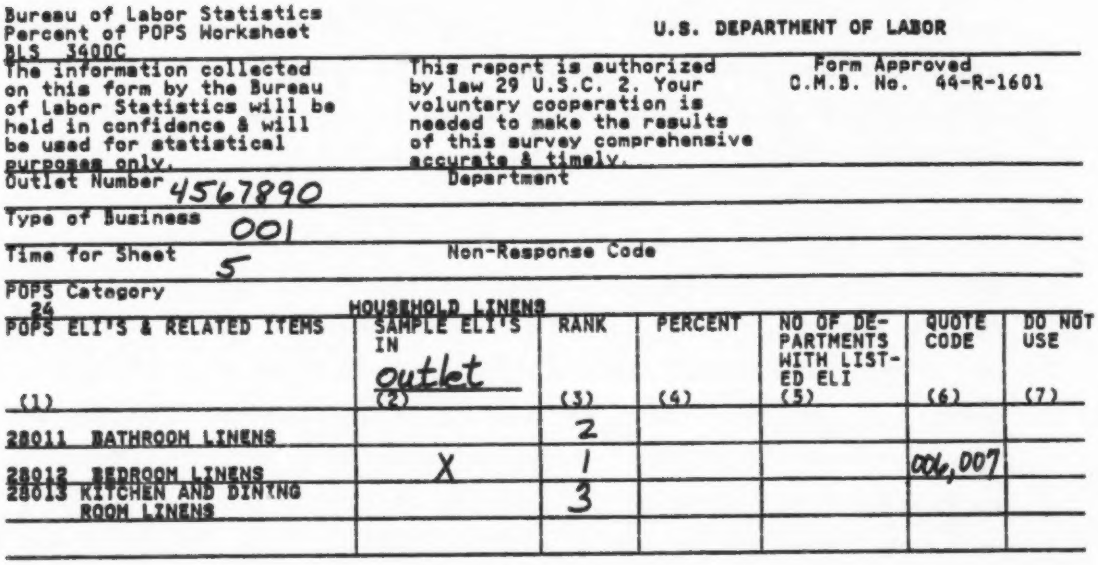
Outlet Number 7654321 Department
Type of Business 002
Time for Sheet 3 Non-Response Code
POPS Category
123 SEWING MATERIALS AND NOTIONS

POPS ELI'S & RELATED ITEMS (1)	SAMPLE ELI'S IN outlet (2)	RANK (3)	PERCENT (4)	NO OF DE-PARTMENTS WITH LIST-ED ELI (5)	QUOTE CODE (6)	DO NOT USE (7)
28016 SEWING MATERIALS FOR HOUSEHOLD ITEMS			20			
42011 FABRIC FOR MAKING CLOTHES	X		70		001	
42012 SEWING NOTIONS AND PATTERNS			10			

5) If percents cannot be obtained assign ranks:

The preferred information for Percent of POPS is the percent of dollar sales. However, if the respondent cannot provide estimated percentages, ask the respondent to assign a rank to each of the categories. The respondent should rank each of the ELI and truncated item categories from largest to smallest in terms of dollar sales. The ranks are entered in column (3).

In the following example, the respondent is unable to provide percents for each of the categories, but ranks 'bedroom linens' as the largest selling category in the POPS category, "Household Linens," with 'bathroom linens' second and 'kitchen and dining room linens' third:



Bureau of Labor Statistics
Percent of POPS Worksheet
BLS 3400C

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O.M.B. No. 44-R-1601

Outlet Number 4567890
Department
Type of Business 001
Time for Sheet 5
Non-Response Code
POPS Category
24 HOUSEHOLD LINENS

POPS ELI'S & RELATED ITEMS (1)	SAMPLE ELI'S IN outlet (2)	RANK (3)	PERCENT (4)	NO OF DEPARTMENTS WITH LISTED ELI (5)	QUOTE CODE (6)	DO NOT USE (7)
28011 BATHROOM LINENS		2				
28012 BEDROOM LINENS	X	1			006,007	
28013 KITCHEN AND DINING ROOM LINENS		3				

Review the Ranks

Once ranks have been assigned ask the respondent to review the categories and, if possible, assign estimated percents based on the ranking. Enter the percents in column (4).

Do not assign percents from ranking tables. The Washington Office will assign a value to the ranks based on data obtained in other outlets.

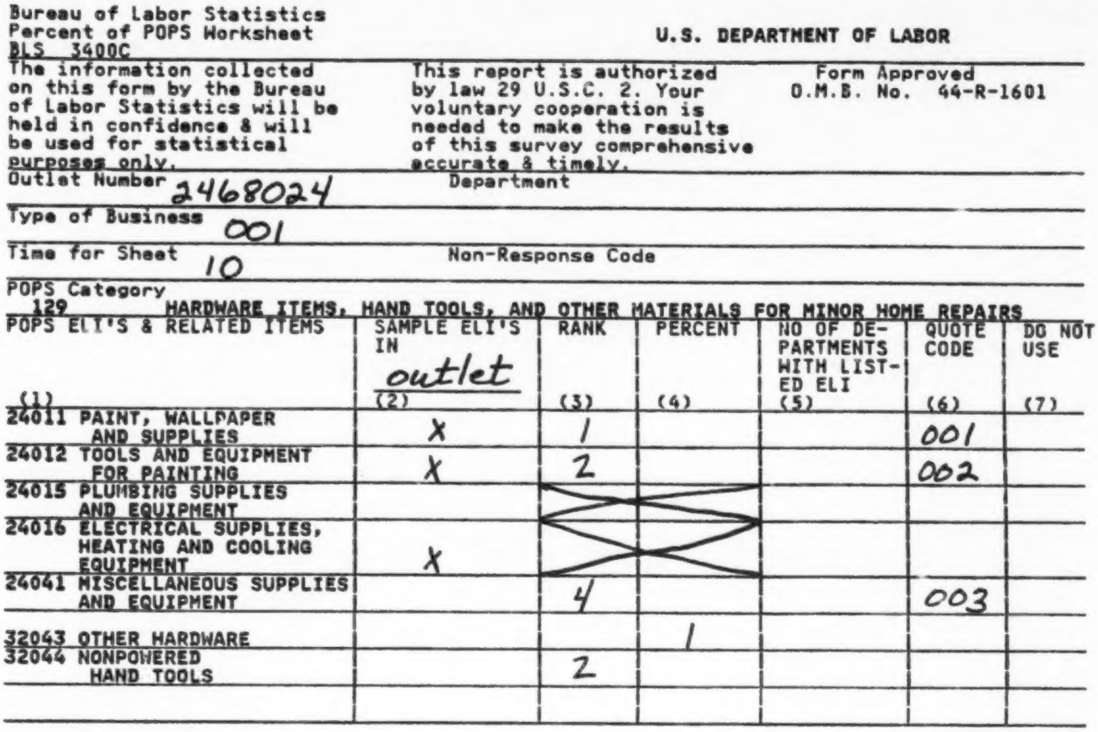
Sales of a Category Is Insignificant

If the sales of any ELI or truncated item category is insignificant, do not assign a rank to that category. Instead, enter 1 percent in column (4) denoting an insignificant category.

Two or More Categories Are Ranked Equally

If the respondent ranks two or more categories equally, assign them the same rank (the highest for which they are considered). Assign ranks to the remaining lower ranked categories as if the tied categories had each been given different ranks.

In the following example, ELI 24011, ELI 24012, and ELI 24016 are assigned for initiation in an outlet. The Quote Codes found on the initiation facesheet are, respectively, 001, 002, and 003. The respondent indicates that the outlet does not sell either 'plumbing supplies and equipment' or 'electrical supplies, heating and cooling equipment.' The respondent is unable to provide percents but estimates that 'paint, wallpaper and supplies' is the largest selling category in the POPS category, "Hardware Items, Hand Tools, and Other Materials for Minor Home Repairs." The categories, 'tools and equipment for painting' and 'nonpowered handtools,' are the next largest and should be ranked equally according to the respondent. The category, 'miscellaneous supplies and equipment,' is the next largest and is ranked fourth. (A rank of 3 is not assigned because two categories received the rank of 2.) The 'other hardware' category is insignificant and, therefore, is not ranked but is assigned a percent of 1.



Bureau of Labor Statistics
Percent of POPS Worksheet
BLS 3400C

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Form Approved
O.M.B. No. 44-R-1601

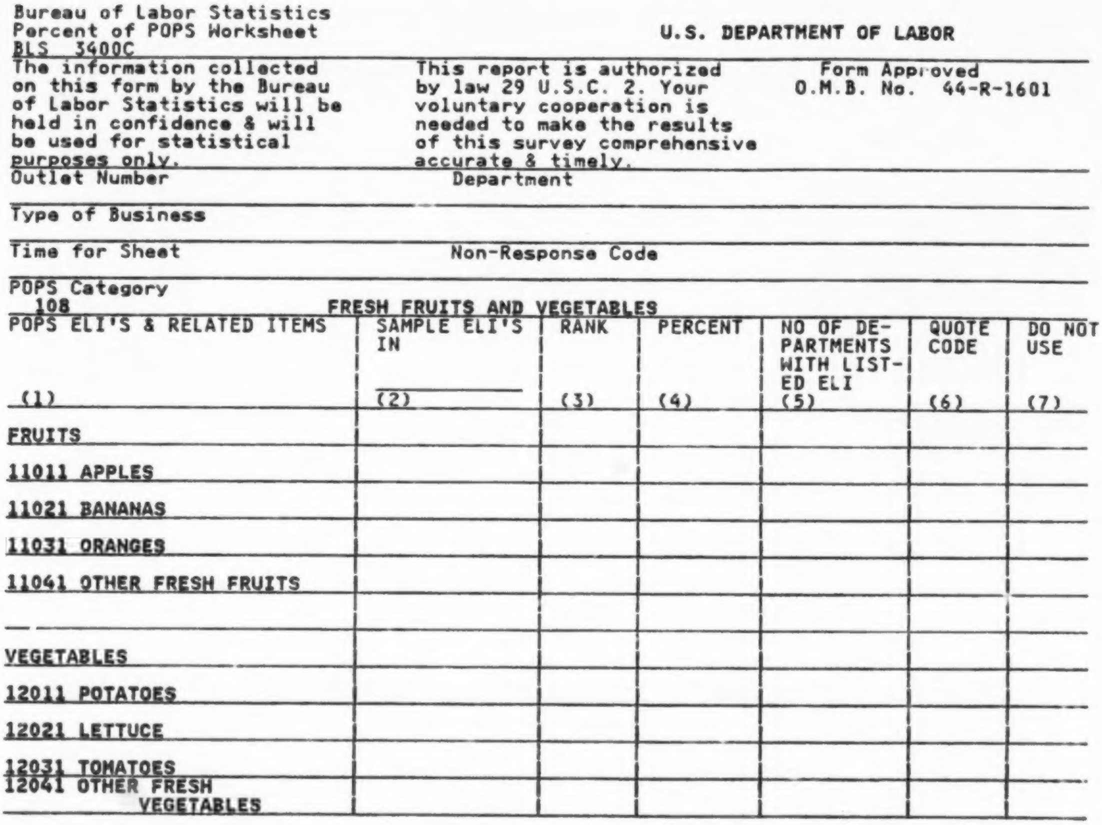
Outlet Number 2468024
Department
Type of Business 001
Time for Sheet 10
Non-Response Code
POPS Category
129 HARDWARE ITEMS, HAND TOOLS, AND OTHER MATERIALS FOR MINOR HOME REPAIRS

POPS ELI'S & RELATED ITEMS (1)	SAMPLE ELI'S IN outlet (2)	RANK (3)	PERCENT (4)	NO OF DEPARTMENTS WITH LISTED ELI (5)	QUOTE CODE (6)	DO NOT USE (7)
24011 PAINT, WALLPAPER AND SUPPLIES	X	1			001	
24012 TOOLS AND EQUIPMENT FOR PAINTING	X	2			002	
24015 PLUMBING SUPPLIES AND EQUIPMENT						
24016 ELECTRICAL SUPPLIES, HEATING AND COOLING EQUIPMENT	X					
24041 MISCELLANEOUS SUPPLIES AND EQUIPMENT		4			003	
32043 OTHER HARDWARE			1			
32044 NONPOWERED HAND TOOLS		2				

E. SPECIAL PROCEDURES: SUBGROUPS FOR LARGE POPS CATEGORIES

The Percent of POPS Worksheet for POPS categories that contain a large number of ELI and/or truncated item categories is organized into subgroups. The subgroup format is designed to facilitate data collection. However, it is not necessary to use the subgroup procedure described below. If the respondent is able to provide Percent of POPS for each of the ELI and truncated item categories without referring to subgroups, then the Field Representative should ignore the subgroup headings and use the procedures described in Section D above.

The subgroups are listed in column (1) of the POPS Worksheet. Each subgroup heading is followed by all of the ELI and truncated item categories included in that subgroup. Below is an example of a POPS category organized by subgroups, Fresh Fruits and Vegetables, POPS 108:



Bureau of Labor Statistics
Percent of POPS Worksheet
BLS 3400C

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O.M.B. No. 44-R-1601

Outlet Number
Department

Type of Business

Time for Sheet
Non-Response Code

POPS Category
108 FRESH FRUITS AND VEGETABLES

POPS ELI'S & RELATED ITEMS (1)	SAMPLE ELI'S IN ______ (2)	RANK (3)	PERCENT (4)	NO OF DEPARTMENTS WITH LISTED ELI (5)	QUOTE CODE (6)	DO NOT USE (7)
FRUITS						
11011 APPLES						
11021 BANANAS						
11031 ORANGES						
11041 OTHER FRESH FRUITS						
VEGETABLES						
12011 POTATOES						
12021 LETTUCE						
12031 TOMATOES						
12041 OTHER FRESH VEGETABLES						

RECORDING PERCENT OF POPS BY SUBGROUP

Below are the procedures for recording Percent of POPS by subgroup.

1) Define the scope of the Percent of POPS data.
   (The procedure is the same as that described for the general case in Section D, Recording Percent of POPS.)

2) Mark the ELI categories assigned for initiation and enter the appropriate Quote Code(s).
   (The procedure is the same as described in Section D.)

3) Determine which of the ELI and truncated item categories are sold in the outlet.
   (The procedure is the same as described in Section D.)

4) Assign Percents:

   Assigning percents is a two-step procedure.

   First, obtain the percent of dollar sales in the outlet that each subgroup represents of the whole POPS category. Enter these percents in column (1) next to the subgroup title.

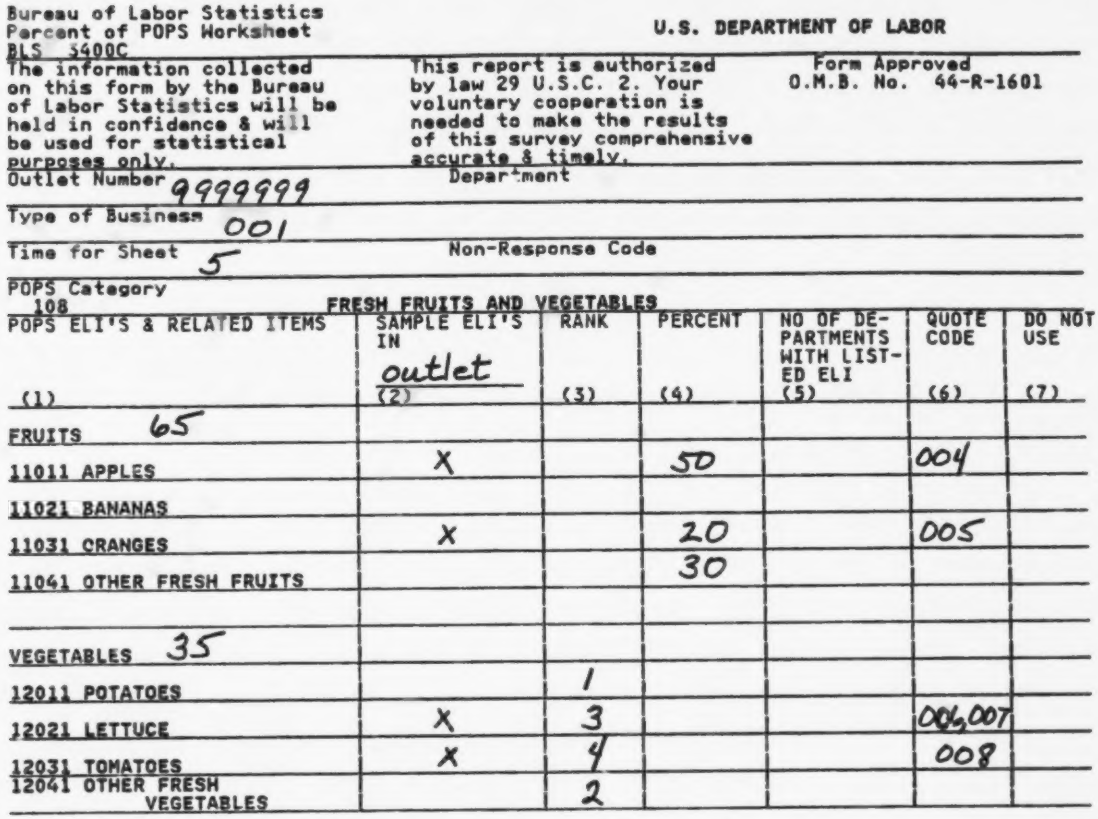
   Second, obtain the percent of dollar sales that each ELI and truncated item category represents of its corresponding subgroup. Enter these percents in column (4).

5) If percents cannot be obtained, assign ranks:

> If the respondent cannot provide estimated percentages, ask the respondent to assign a rank to each of the subgroups as a first step and to each of ELI and truncated item categories (ranked within the subgroup) as the second step. Once ranks have been assigned at each step, ask the respondent to review the categories and, if possible, assign estimated percents based on the ranking.

Assigning percents and assigning ranks may be used in combination between subgroups if the respondent is able to provide percent of dollar sales for only certain subgroups.

For example, in this outlet, 'fresh fruits' as a subgroup represents 65 percent and 'fresh vegetables' as a subgroup represents 35 percent of sales of the POPS category, "Fresh Fruits and Vegetables." The Field Representative asks the respondent to provide the percent of sales that each of the ELI and truncated item categories represent of the corresponding subgroup. Within the 'fruits' subgroup, 'apples' are 50 percent, 'oranges' are 20 percent, 'other fruits' are 30 percent and 'bananas' are not sold in the outlet. Within the 'vegetables' subgroup, 'potatoes' rank 1, 'other vegetables' rank 2, 'lettuce' ranks 3 and 'tomatoes' rank 4. The POPS Worksheet for this example appears on the following page.



Bureau of Labor Statistics
Percent of POPS Worksheet
BLS 3400C

U.S. DEPARTMENT OF LABOR

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Form Approved
O.M.B. No. 44-R-1601

Outlet Number 9999999
Department

Type of Business 001

Time for Sheet 5
Non-Response Code

POPS Category
108 FRESH FRUITS AND VEGETABLES

POPS ELI'S & RELATED ITEMS (1)	SAMPLE ELI'S IN outlet (2)	RANK (3)	PERCENT (4)	NO OF DEPARTMENTS WITH LISTED ELI (5)	QUOTE CODE (6)	DO NOT USE (7)
FRUITS 65						
11011 APPLES	X		50		004	
11021 BANANAS						
11031 ORANGES	X		20		005	
11041 OTHER FRESH FRUITS			30			
VEGETABLES 35						
12011 POTATOES		1				
12021 LETTUCE	X	3			006,007	
12031 TOMATOES	X	4			008	
12041 OTHER FRESH VEGETABLES		2				

However, within a subgroup, the method of assigning ranks and percents in combination should not be used unless all ELI and truncated item categories within the subgroup are first ranked. That is, if percent of dollar sales cannot be obtained for all categories within a subgroup, assign a rank to all categories and assign a percent to each category for which a percent is available.

If the respondent wishes to use subgroups other than those preprinted on the POPS Worksheet, or if a POPS category is not already organized into subgroups, the Field Representative may use a blank POPS Worksheet to regroup the ELI and truncated item categories in any convenient order, provided that each ELI and truncated item category is accounted for and no category is split between the subgroups. When using a blank POPS Worksheet, complete the entire heading including the POPS Category Number and Title.

F. SPECIAL PROCEDURES: PERCENT OF POPS IN DEPARTMENTALIZED OUTLETS

Percent of POPS data must include the sales of the entire outlet for each of the categories specified on the applicable POPS Worksheet. In a departmentalized outlet, the respondent may not be able to provide complete data if items included in the POPS category are sold in more than one department. The procedures to be followed in reporting Percent of POPS in departmentalized outlets are listed below in the order in which they should be used.

ALTERNATIVE (1):

The preferred method of obtaining Percent of POPS in a departmentalized outlet is to report data for the outlet as a whole following the procedures for a non-departmentalized outlet.

ALTERNATIVE (2):[2]

By this method Percent of POPS is obtained in three stages.

1) Determine which departments in the outlet sell the POPS category and record the names on a blank Disaggregation Worksheet, Form 3400A. Label the Disaggregation Worksheet "POPS."

2) Obtain the ratio (in percent) of dollar sales of the POPS category in each department in which it is sold to the dollar sales of the POPS category in the entire outlet. Record this data in column (D) of the Disaggregation Worksheet.

3) Obtain the Percent of POPS by department, (i.e., the ratio, in percent, of the total dollar sales of an ELI or truncated item category in the department to the total dollar sales of the corresponding POPS category in the department), for each department in which the POPS category is sold. Complete a separate POPS Worksheet for each department in which the POPS category is sold; enter the department name in the space provided in the heading and write 'department' in the heading of column (2). The procedures for completing the body of the POPS Worksheets are the same as described in Sections D and E above, though the data recorded apply only to the specific department indicated by the Field Representative in the heading.

---

[2] Alternative (2) requires that the disaggregation of the ELIs assigned for initiation be completed to the stage where a specific department within the outlet is selected before Percent of POPS is obtained. This is to allow the Field Representative to mark the ELI categories assigned for initiation and enter the quote codes on the POPS Worksheet to be used for the selected department.

SECTION II. OVERVIEW

The Consumer Price Index is designed to measure the change in price for a fixed market basket of goods and services over time. The fixed market basket of goods and services is composed of the items selected by the Field Representative at initiation. By tracking and recording the prices of these items at regular time intervals we obtain a measurement of the price change for this fixed market basket. The process of tracking and recording prices at regular intervals is called pricing.

Most items are priced at either monthly or bimonthly intervals; every item is priced at least once during the year. In pricing an item, the Field Representative has three principal tasks:

- identify the unique item priced at the previous collection period from its specification;
- determine whether any modifications have been made to the item;
- report the current price and any modifications to the specification for the item in accordance with the rules for price reporting and explain price changes.

This section of the Commodities & Services Data Collection Manual discusses the standard form used when pricing, the procedures for pricing the current item, the price reporting rules, and the standard codes and messages used to explain the pricing of an item.

CHAPTER 8. THE PRICING SCHEDULE

A. INTRODUCTION

The pricing schedule is the standard form used by the Field Representative during pricing. A single pricing schedule is generated by computer for each outlet in which at least one ELI has been initiated or is to be initiated.

The pricing schedule contains both preprinted information generated by the computer and blank fields which will be completed by the Field Representative during data collection. From the pricing schedule, the Field Representative receives the quotes to be priced for a specific outlet. This includes a listing of all quotes to be priced in the outlet together with all data entered for each quote during the previous collection period. The Field Representative then updates this data for the current period, records it on the pricing schedule, and returns the schedule to the Washington Office. A new, updated pricing schedule will be generated in Washington and returned to the Field Representative for the next collection period.

The pricing schedule consists of a Facesheet and a Quote Summary Form (BLS Form 3400) and one or more Pricing Forms (BLS Form 3401) listing all quotes for the specific outlet. The facesheet contains identifying information about the outlet and requires that the Field Representative enter general information concerning pricing at the outlet. The Quote Summary Form contains a listing of all quotes that must be priced for the specific outlet. The Pricing forms contain the specifications and price data reported for each quote for the previous collection period.

CHAPTER 8. THE PRICING SCHEDULE

A. INTRODUCTION

B. THE PRICING SCHEDULE FACESHEET

C. PRICING FORM

B. THE PRICING SCHEDULE FACESHEET

The first page of the pricing schedule is the facesheet. The facesheet contains information about the outlet, the respondent, the interview, and a list of the ELIs to be priced. Much of the information on the facesheet is preprinted, based on information obtained at initiation and from the previous collection periods.

The first page of the facesheet is divided into four major sections:

A) Heading information
B) Outlet identification
C) Interview information
D) Type of business
E) Instructions
F) Outlet level messages

The second page of the pricing schedule is the Quote Summary Form and it contains the list of quotes to be priced in the outlet. For each quote, the following elements will be listed:

A) Quote Code
B) ELI Title and Action Required Messages
C) ELI Number and Cluster Code
D) POPS Category Number
E) Date of the last revision of the applicable checklist

Refer to the following example of the BLS Form 3400 Facesheet throughout these procedures. An example of the facesheet appears on the following page.

BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR 1234567
CPI COMMODITIES AND SERVICES COLLECTION SCHEDULE page 1 of 10
OMB# 1220-0039
EXP. 4/30/88

The information collected on this form by the Bureau of Labor Statistics will be held in confidence and will be used for statistical purposes only.

This report is authorized by Law 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

outlet number 1234567 schedule type P index psu A101 outlet seq 1

collection period 8502 pricing period 1 02/01/85 - 02/09/85 previous rep code _ _ _ _ _

collection psu: A101 _ _ _ _ assignment code: 1010 _ _ _ _

outlet name: COMMODITIES & SERVICES INC. ________________ (35)

address: 3245 BARNABAS RD ________________ (35)

city: NEW YORK state: NY ________________ _ _ (27,2)

zip: 10023 coc required: NO _ _ _ _ _ - _ _ _ _ _ _ _ (9,3)

shopping center: BARNABAS CENTER ________________ (35)

cross street: MICHIGAN CIRCLE ________________ (35)

telephone: [202] 345-6978 (_ _ _) _ _ _ - _ _ _ _ (10)

contact time: EARLY TUESDAY MORNING ________________ (35)

authorizing official: RALPH R. RANDOLPH, MGR. ________________ (35)

address: 4569 WALKER WAY ________________ (35)

city: NEW YORK state: NY ________________ _ _ (27,2)

telephone: [202] 345-8987 (_ _ _) _ _ _ - _ _ _ _ (10)

respondent: MARY MANNERS ________________ (35)

address: 650 BARNABAS RD ________________ (35)

INTERVIEW INFORMATION:

interview code: _ _ date collected: _ _/ _ _/ _ _ type of contact: _ _ field rep code: _ _ _ _ _

number of contacts: _ travel time: _ _ _ in-store time: _ _ _

type of business: 001 FULL SERVICE DEPARTMENT STORE

________________ (3,35)

instructions: CHECK-IN AT FRONT OFFICE BEFORE PRICING (128)

____

____

outlet message
previous

current: ________________ (64)

BLS 3400 (REVISED MAY 1986)

Character Limits

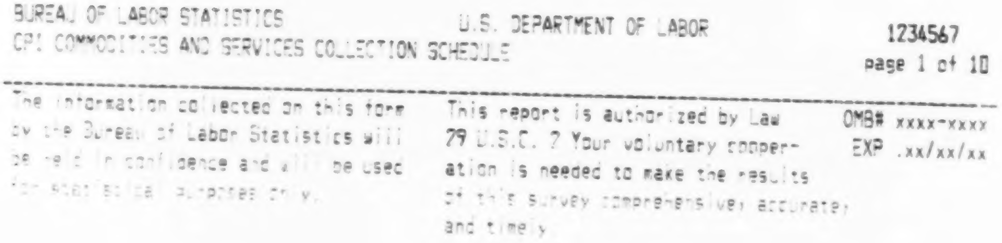
Character limits for the blank data entry fields are located to the right of the data field in parentheses (e.g., [9,3] meaning there are two fields with the first item having nine columns allocated and the second having three columns). The field lengths will, for your convenience, appear on the examples in this Chapter but do not appear on the actual forms.

1. Heading Information

The following information will always be preprinted in the heading of the facesheet. These headings are for information only.

MAKE NO CHANGES, ADDITIONS, OR DELETIONS TO THE INFORMATION PRINTED IN THE HEADINGS.

A) The name "BUREAU OF LABOR STATISTICS" and schedule type.
B) The name "U.S. Department of Labor"
C) The optical character outlet number
D) The page number
E) The statement of confidentiality
F) The statement of voluntary cooperation
G) The OMB (Office of Management and Budget) approval number and the EXP (Expiration Date)



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CPI COMMODITIES AND SERVICES COLLECTION SCHEDULE
1234567
page 1 of 10

The information collected on this form by the Bureau of Labor Statistics will be held in confidence and will be used for statistical purposes only.

This report is authorized by Law 29 U.S.C. 2 Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

OMB# xxxx-xxxx
EXP .xx/xx/xx

2. Outlet Identification

Information about the outlet, respondent, and the schedule is preprinted in this section. The preprinted information is based on the data recorded by the Field Representative during initiation and in subsequent collection periods. If the information contained in the data elements is incorrect or if the Field Representative wishes to add or delete information, make changes using the following procedures:

1. Each data element has character limits. The limits for each data element are listed in the following section and appear on the sample form to the right of the correction field.

2. Do not change the entry to any data element that is not followed by a colon and spaces for making this change. You may change, add, or delete information on the facesheet.

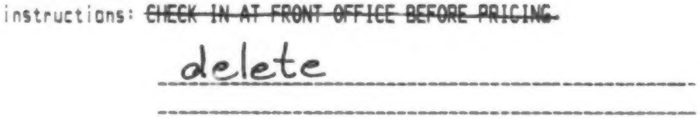
Example of each:
Change - Make changes to the data element by crossing out the entire preprinted entry and writing the new entry on the line adjacent to the preprinted entry.

authorizing official: ~~RALPH R. RANDOLPH ,MGR.~~ Lancelot Bellman, Mgr

Add - Add data by writing the new data on the line.

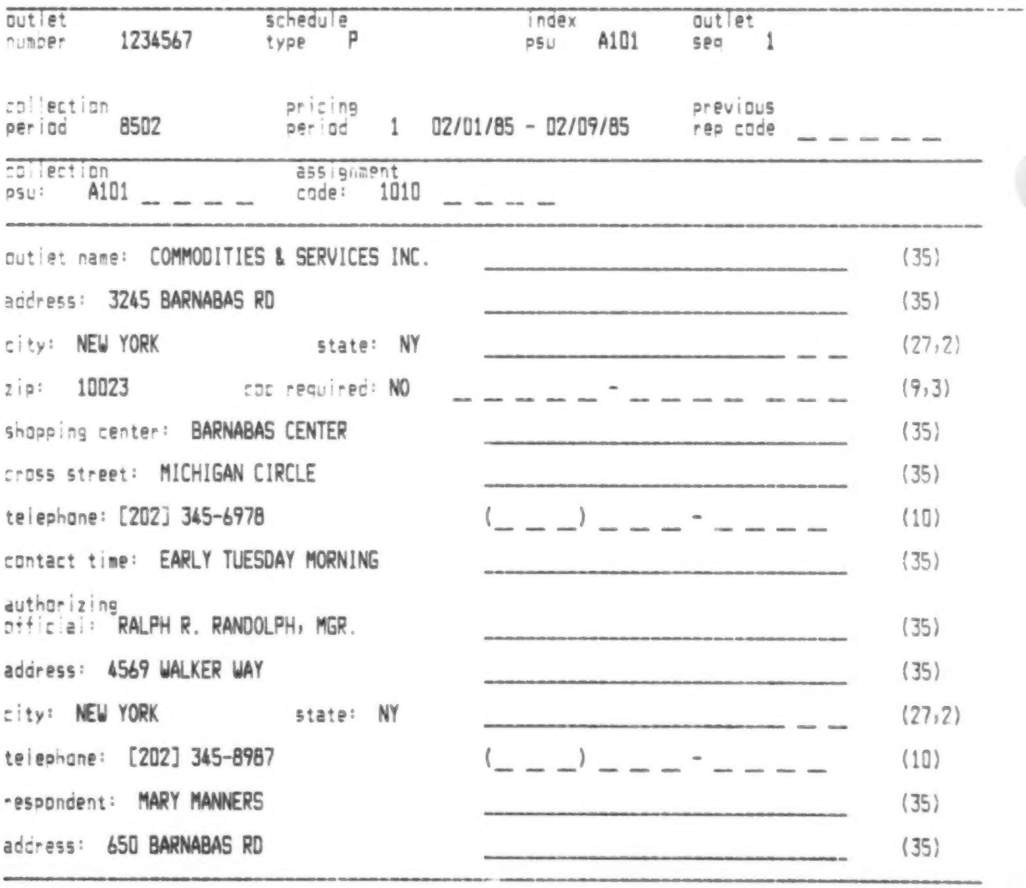
contact time: Wed + Thurs after 10

Delete - Delete data by marking through the preprinted entry and writing in **DELETE** in the space to the right or below the original preprinted entry.



instructions: ~~CHECK IN AT FRONT OFFICE BEFORE PRICING.~~
delete

Below is an example of the outlet identification section of the facesheet as well as a listing and descriptions of the various elements in this section. Make entries in the blank fields provided when necessary.



outlet number 1234567 | schedule type P | index psu A101 | outlet seq 1

collection period 8502 | pricing period 1 02/01/85 - 02/09/85 | previous rep code _ _ _ _ _

collection psu: A101 _ _ _ _ | assignment code: 1010 _ _ _ _

outlet name: COMMODITIES & SERVICES INC.	________________	(35)
address: 3245 BARNABAS RD	________________	(35)
city: NEW YORK state: NY	________________ _ _	(27,2)
zip: 10023 coc required: NO	_ _ _ _ _ - _ _ _ _ _ _	(9,3)
shopping center: BARNABAS CENTER	________________	(35)
cross street: MICHIGAN CIRCLE	________________	(35)
telephone: [202] 345-6978	(_ _ _) _ _ _ - _ _ _ _	(10)
contact time: EARLY TUESDAY MORNING	________________	(35)
authorizing official: RALPH R. RANDOLPH, MGR.	________________	(35)
address: 4569 WALKER WAY	________________	(35)
city: NEW YORK state: NY	________________ _ _	(27,2)
telephone: [202] 345-8987	(_ _ _) _ _ _ - _ _ _ _	(10)
respondent: MARY MANNERS	________________	(35)
address: 650 BARNABAS RD	________________	(35)

DO NOT CHANGE THE FOLLOWING ELEMENTS OF THE FACESHEET

a) Outlet Number

* 7 digits (the seventh may be either a number or a minus '-' sign)
* A unique code entered by the Washington Office that is used to identify an outlet.
* No action by Field Representative.

b) Schedule Type

* 1 alphabetical character
* A pricing code where the letter P signifies regular pricing and the letter Q signifies quality control. Type Q schedules are used for process audit, and if received, the Field Representative should notify the PSU Coordinator or Regional Office Staff.
* No action by Field Representative.

c) Index PSU

* 4 alphanumeric characters
* Entered by the Washington Office and used to designate the Primary Sampling Unit (PSU) for which the data will be used in calculation of the index.
* No action by Field Representative.

d) Outlet Seq - (Outlet sequence)

* 1 numeric digit
* A code used to arrange the sequence of schedules within an assignment.

e) Collection Period

* 4 numeric digits
* A four digit number beginning with the last two digits of the year and followed by the month. This is the date of the collection period.

Example - 8708
87 - the year 1987
08 - August

f) Pricing Period

- 1 Numeric digit
- The Pricing Period is the five or six day period during the month when pricing at the outlet must be completed. There are three pricing periods in each month. The Pricing Period data element is a single number (either 1, 2, or 3) that indicates whether pricing at the outlet is to occur during the first, second, or third Pricing Period of the month.

  Pricing Periods are determined by the Regional Office staff in consideration of a number of factors including staff workload, efficiency of data collection, type of outlet, needs of the respondent, and an even distribution of ELI categories across pricing periods. A change in the Pricing Period may only be made by requesting the change on an SO-608A to the Washington Office.

>>> To reassign a schedule to a new Pricing Period:

1) Send an SO-608A to the Washington Office requesting that the Pricing Period be changed. State reasons for the change and indicate the current Pricing Period.

2) Continue to price the outlet during the old Pricing Period until the new Pricing Period is put into effect by the Washington Office.

3) Make and retain a copy of the completed pricing schedule for each month, beginning with the month that the request is made.

4) In the month the Pricing Period change occurs, the schedule may not reflect the price changes, substitutions, etc., of the previous collection period. Use the retained copy of the

schedule from the previous collection period to make any necessary changes to the schedule.

g) Previous Rep Code - (Previous Representative Code)

- 5 numeric digits
- The code of the Field Representative who priced this outlet during the previous collection period.

DO NOT CHANGE THE FOLLOWING ELEMENTS WITHOUT APPROVAL FROM REGIONAL OFFICE STAFF

h) Collection PSU

- 4 alphanumeric characters
- Entered by the Washington Office and used to designate the PSU in which the data are collected
- If the Outlet PSU is not correct, the Field Representative, after consultation with Regional Office staff, must enter the correct code.

i) Assignment Code

- 4 Alphanumeric Character Limit
- The Assignment Number is used at the discretion of the Regional Office to facilitate sorting pricing schedules. Entered by the Field Representative, the Assignment Number may be used to arrange schedules by Field Representative, geographic location, etc.

best copy available

MAKE ENTRIES TO THE FOLLOWING ELEMENTS ON THE LINE TO THE RIGHT OF THE PREPRINTED ENTRY SPACE.

j. Outlet Name and Location Elements

Outlet Name

- 35 alphanumeric character limit

Address

- 35 alphanumeric character limit

City/State

- 29 alphanumeric character limit

Zip Code

- 9 numeric character limit

- The outlet name and location are entered by the Washington Office. The Field Representative must check each element for accuracy. If any of the elements is incorrect or incomplete, cross out the entire element and enter the correct information.

k) Central Office Clearance Required

- 3 alpha character (Yes or No)
- Entered by the Field Representative after consultation with Regional office staff, this code indicates whether clearance must be obtained from the central office of the outlet to collect prices (if the outlet is part of a larger firm).
- Determine whether the outlet is part of a larger firm and, if the outlet is, whether it is necessary to obtain permission from the central office of that firm to collect prices in the specified outlet. If permission (clearance) is required from the central office, enter Yes; if permission is not required or, if the outlet is not part of a larger firm, enter No.

l) Shopping Center

- 35 alphanumeric characters
- The name of the shopping center or office building in which the outlet is located, if applicable.
- Entered by Field Representative.

m) Cross Street

- 35 alphanumeric characters
- This is the nearest street intersecting the street on which the outlet is located, and is to be used as an aid in locating the desired outlet, if applicable.
- Entered by the Field Representative.

n) Outlet Telephone

- 10 Numeric Character Limit
- The area code and telephone number of the outlet.

o) Contact Time

- 35 Alphanumeric Character Limit
- Complete this element when the respondent indicates there is a particular time of day or day of the week when it is best for the Field Representative to return to the outlet for pricing. The element may also be used to indicate store hours, for example, if the time of the visit does not make any difference. The element may also be used to indicate a time that would not be agreeable.

p) Authorizing Official

- 35 Alphanumeric Character Limit
- The Authorizing Official is the name and title of the person who has given permission to collect prices in the outlet. This individual is usually the owner or manager of the outlet. For outlets requiring central office clearance, the corporate authorizing official at the central office may be entered in this section.

q) Street Address - (of Authorizing Official)

- 35 Alphanumeric Character Limit
- The address of the authorizing official. This entry should be completed only if the authorization to collect prices, or the prices themselves, must be obtained at a location other than the outlet address listed above.

r) City - (of Authorizing Official)

- 27 Alpha Character Limit
- The city of the authorizing official.

s) State - (of Authorizing Official)

- 2 Alpha Character Limit
- The state in which the authorizing official is located.

t) Telephone - (of Authorizing Official)

- 10 Numeric Character Limit
- The area code and telephone number of the authorizing official.

u) Respondent

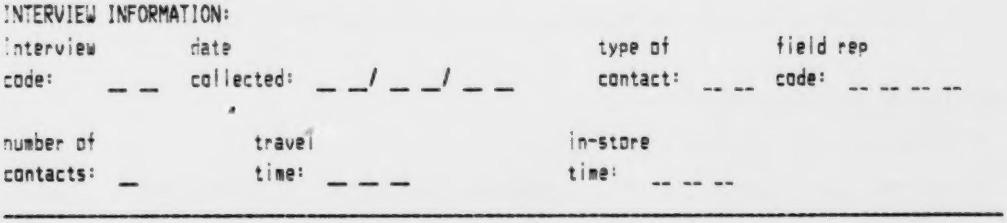
- 35 alphanumeric character limit
- The respondent is the person designated by the outlet to whom the Field Representative must report in order to begin data collection.
- During initiation the Field Representative asks to whom he/she should report when returning to the outlet for pricing. Enter the name only if it is different from the authorizing official listed above. If it is necessary to list more than one respondent, list them in order of importance.

x) Address - (of Respondent)

- 35 Alphanumeric Character Limit
- The address or location of the respondent in the outlet.

3. Interview Information

Below is an example of the Interview Information section of the Facesheet as well as a listing and descriptions of the various elements of this section. Make entries in the blank fields provided.



INTERVIEW INFORMATION:

interview code: _ _
date collected: _ _/ _ _/ _ _
type of contact: -- --
field rep code: -- -- -- --

number of contacts: _
travel time: _ _ _
in-store time: -- -- --

a) Interview Code

- 2 numeric characters
- The Interview Code indicates the status of price collection at the outlet.
- After completing work at the outlet, an Interview Code is entered on the facesheet. The Interview Code must be chosen from the following list. Each code is briefly defined here. A detailed discussion of each code can be found in Chapter 13, Standard Codes and Messages.

11 - Action taken on at least one quote, Field Representative can return to the outlet.

12 - No quotes available. (Cancels outlet)

19 - Unable to price during pricing period.

21 - Refusal. (Enter only after contacting the Regional Office. Cancels outlet.)

22 - Out-of-Business. (Enter only after contacting the Regional Office. Cancels outlet.)

23 - Seasonal outlet.

24 - Unable to locate. (Enter only after contacting the Regional office. Cancels outlet.)

25 - Outside of pricing area. (Enter only after contacting the Regional Office. Cancels outlet.)

26 - Outlet has moved. (Enter only after contacting the Regional and Washington Offices. Cancels outlet.)

27 - Out-of-Scope (Enter only after contacting the Regional Office. Cancels Outlet.)

b) Date Collected

- 6 Numeric Character Limit
- Enter the date (i.e., MM/DD/YY) that prices are collected in the outlet. If prices are collected on more than one day, enter the date of the last day that prices were collected.

c) Type of Contact

- 2 Alpha Character Limit
- Enter the letter code for the type of the interview method used. (Space is provided for two one letter codes. If only a single code is required, leave the second data field blank). Use a P for personal visit and T for telephone contact. Indicate both in the spaces provided if both were used. Enter the interview method used in which the majority of the price data were collected in the first of the two spaces provided. Leave this item blank if the outlet could not be contacted.

d) Field Rep Code

- 5 Numeric Character Limit
- Enter the 5-digit identification code. There will be a code assigned by the Regional Office for each Field Representative.

e) Number of Contacts

- 1 Numeric Character Limit
- Enter the total number of times the outlet is contacted counting each separate phone and personal visit as one contact. If the number of times the outlet is contacted is greater than nine, then enter nine.

f) Travel Time

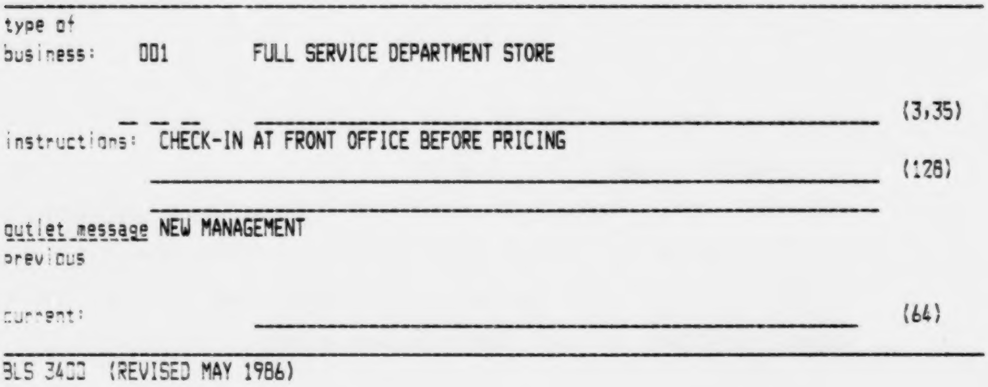
- 3 Numeric Character Limit
- Enter the time, in minutes, spent traveling to the outlet from the outlet previously visited (and to or from home if the outlet is visited first or last that day, respectively). Do not include time spent on personal business.

g) In-store Time

- 3 Numeric Characters
- Enter the time, in minutes, spent in the outlet. Time spent on lunch or breaks is not included.

Type of Business and Messages

Below is an example of the Type of Business, Instructions, and Outlet Messages sections of the facesheet as well as a listing and descriptions of the various elements of this section. Make entries, if necessary, in the spaces provided.



type of
business: 001 FULL SERVICE DEPARTMENT STORE

_ _ _ __________________________________ (3,35)

instructions: CHECK-IN AT FRONT OFFICE BEFORE PRICING

______________________________________ (128)

____

outlet message NEW MANAGEMENT
previous

current: __________________________________ (64)

BLS 3400 (REVISED MAY 1986)

a) Type of Business

- Code Number - 3 numeric digits
- Business Description - 35 Alphanumeric characters

- This is the code number as well as a brief description of the type of business in which the outlet is engaged. A complete listing of the various codes is printed in Appendix B.

If, during pricing, the outlet changes to a different type of business, the Field Representative must determine whether the outlet continues to meet all of the rules for outlet eligibility. If the outlet continues to meet the outlet eligibility rules, determine the current type of business according to the procedures given in chapter 2, **Initiation**, and correct the Type of Business Code on the pricing schedule facesheet. Correct only the code; the computer will enter the corresponding Type of Business description. Explain in an SO-608A that the type of business has changed. If the outlet no longer meets the outlet eligibility rules, see Chapter 9, Pricing The Current Item, Part D, "Changes in Outlet Status."

b) Instructions

- 64 Alphanumeric characters
- This space may be used by the Field Representative for any additional information of an ongoing nature about the outlet.

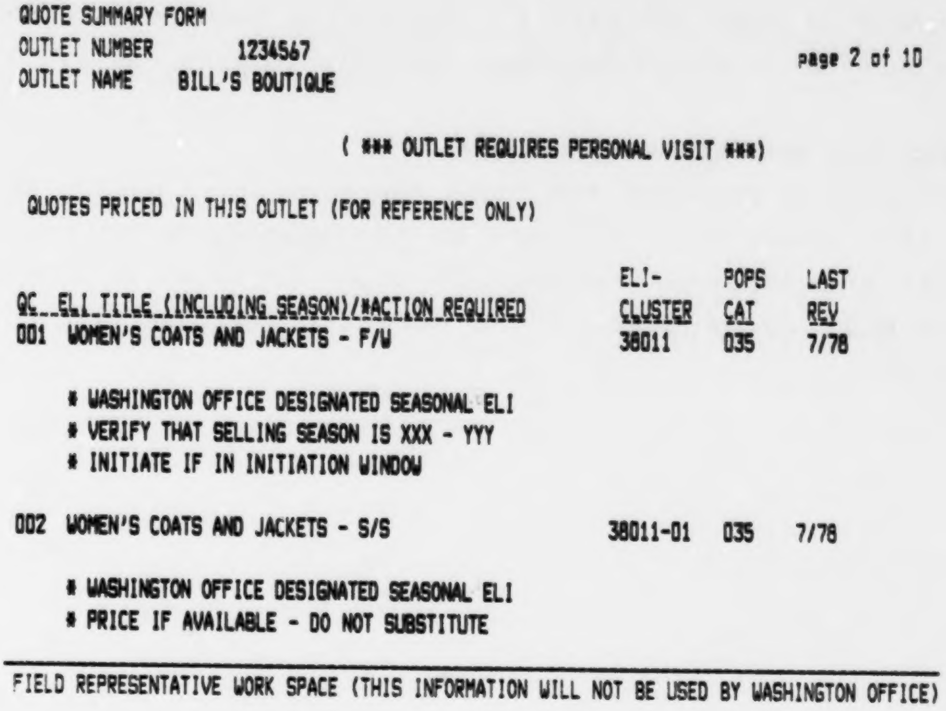
For example:

- directions for locating the outlet
- instructions such as "stop at office for visitor's badge"
- additional information about Respondent, Best Time, Telephone number extensions, etc., that will not fit within the character limitation for those data elements.

c) Outlet Message (Previous and Current)

- 64 alphanumeric characters
- This is a message that applies to all the quotes in an outlet. The Field Representative can use the field marked "current" to relay a message about the outlet that applies to all of the quotes assigned for initiation. This field should not be used to ask questions, since there is not enough space for adequate responses. Similarly, if the Field Representative cannot enter an outlet message that adequately explains a particular problem, then an SO-608A should be sent with the schedule to Washington. The message currently being entered will appear on the schedule during the next collection period in the field marked "previous". Write any current messages next to the word current.

Quote Summary Form



```
QUOTE SUMMARY FORM
OUTLET NUMBER        1234567                                                page 2 of 10
OUTLET NAME    BILL'S BOUTIQUE

                          ( *** OUTLET REQUIRES PERSONAL VISIT ***)

 QUOTES PRICED IN THIS OUTLET (FOR REFERENCE ONLY)

                                                            ELI-      POPS   LAST
QC  ELI TITLE (INCLUDING SEASON)/*ACTION REQUIRED           CLUSTER   CAT    REV
001  WOMEN'S COATS AND JACKETS - F/W                        38011     035    7/78

     * WASHINGTON OFFICE DESIGNATED SEASONAL ELI
     * VERIFY THAT SELLING SEASON IS XXX - YYY
     * INITIATE IF IN INITIATION WINDOW

002  WOMEN'S COATS AND JACKETS - S/S                        38011-01  035    7/78

     * WASHINGTON OFFICE DESIGNATED SEASONAL ELI
     * PRICE IF AVAILABLE - DO NOT SUBSTITUTE
_____________________________________________________________________________________
FIELD REPRESENTATIVE WORK SPACE (THIS INFORMATION WILL NOT BE USED BY WASHINGTON OFFICE)
```

This is a preprinted reference section beginning on page 2 of the Pricing Schedule. The outlet number and outlet name are printed on the top of the page. This is followed by a list of all quotes which are priced in the outlet in arranging code order. Following the ELI TITLE for each quote are the Action Required Messages. These Washington Office messages are used to convey any specific instructions for the initiation or pricing of a specific quote. The table is divided into five columns with the headings of QC (Quote Number), ELI TITLE/*ACTION REQUIRED, ELI-CLUSTER, POPS CAT (POPS CATEGORY), and LAST REV (last revision of the checklist). The Action Required field contains the Washington Office messages specific to each quote.

Field Representative Work Space

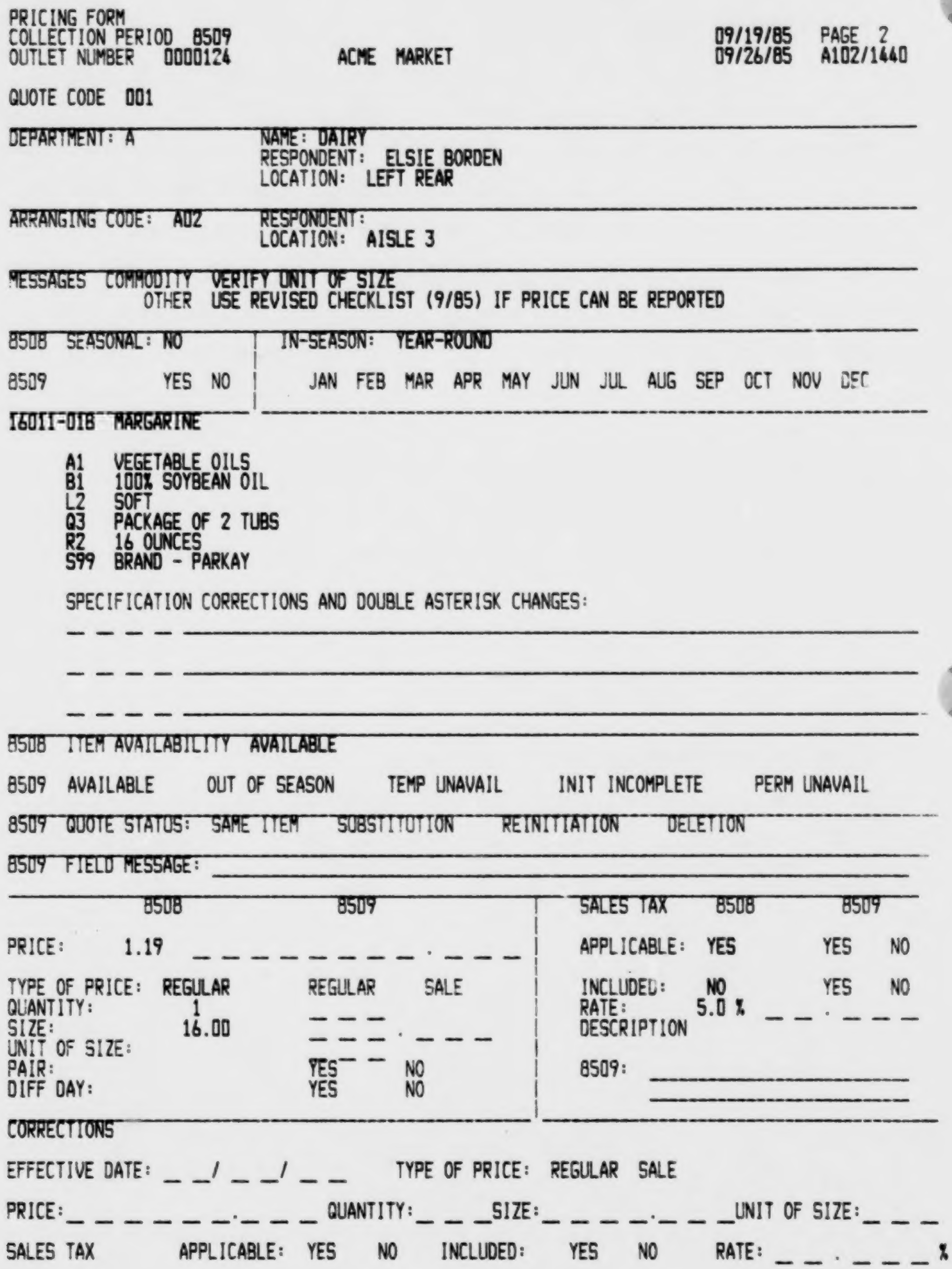
This area is provided for Field Representative use. (No entries in this space will be used by the Washington Office.) Do not leave any important notes here which you wish to see again as they will not appear on the schedule for the next collection period.

C. PRICING FORM

Following the Quote Summary Form will be the Pricing Form(s). They will contain a listing of the quotes that must be priced for the outlet. Each quote includes: the specification of the item (i.e., the description of the item entered on the checklist during initiation and amended during subsequent pricing); space for messages to and from the Washington Office regarding pricing of the specific quote; price data reported the previous collection period; and space to report the price data and amendments to the specification for the current collection period. There are two basic formats for the Pricing Form: a form for specifications with component prices and a form for specifications without component prices. The format of the Pricing Form for quotes in ELIs that do not have component pricing is described in this chapter. The component pricing format of the Pricing Form is described in Chapter 12, Component Pricing.

Specifications Without Component Prices

On the following page is an example of the Pricing Form. It is followed by a listing of its different elements and descriptions of each.



```
PRICING FORM
COLLECTION PERIOD  8509                                              09/19/85   PAGE  2
OUTLET NUMBER    0000124          ACME  MARKET                       09/26/85   A102/1440

QUOTE CODE  001
------------------------------------------------------------------------------------------
DEPARTMENT: A              NAME: DAIRY
                           RESPONDENT:  ELSIE BORDEN
                           LOCATION:  LEFT REAR
------------------------------------------------------------------------------------------
ARRANGING CODE:  A02       RESPONDENT:
                           LOCATION:  AISLE 3
------------------------------------------------------------------------------------------
MESSAGES  COMMODITY  VERIFY UNIT OF SIZE
              OTHER  USE REVISED CHECKLIST (9/85) IF PRICE CAN BE REPORTED
------------------------------------------------------------------------------------------
8508  SEASONAL: NO         |  IN-SEASON:  YEAR-ROUND
                           |
8509            YES  NO    |    JAN  FEB  MAR  APR  MAY  JUN  JUL  AUG  SEP  OCT  NOV  DEC
                           |
I6011-018  MARGARINE
------------------------------------------------------------------------------------------
     A1   VEGETABLE OILS
     B1   100% SOYBEAN OIL
     L2   SOFT
     Q3   PACKAGE OF 2 TUBS
     R2   16 OUNCES
     S99  BRAND - PARKAY

     SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES:

     _ _ _ _ ___________________________________________________________________

     _ _ _ _ ___________________________________________________________________

     _ _ _ _ ___________________________________________________________________
------------------------------------------------------------------------------------------
8508  ITEM AVAILABILITY  AVAILABLE

8509  AVAILABLE     OUT OF SEASON     TEMP UNAVAIL     INIT INCOMPLETE     PERM UNAVAIL
------------------------------------------------------------------------------------------
8509  QUOTE STATUS:  SAME ITEM   SUBSTITUTION    REINITIATION    DELETION
------------------------------------------------------------------------------------------
8509  FIELD MESSAGE: ____________________________________________________________________
------------------------------------------------------------------------------------------
              8508                 8509              |  SALES TAX   8508         8509
                                                     |
PRICE:      1.19    _ _ _ _ _ _ _ _ _ _ . _ _ _      |  APPLICABLE:  YES         YES   NO
                                                     |
TYPE OF PRICE:  REGULAR        REGULAR     SALE      |  INCLUDED:    NO          YES   NO
QUANTITY:          1           _ _ _                 |  RATE:       5.0 %    _ _ . _ _ _
SIZE:            16.00         _ _ _ . _ _ _         |  DESCRIPTION
UNIT OF SIZE:                  _ _                   |
PAIR:                          YES        NO         |  8509:  ____________________
DIFF DAY:                      YES        NO         |         ____________________
------------------------------------------------------------------------------------------
CORRECTIONS

EFFECTIVE DATE:  _ _/ _ _/ _ _      TYPE OF PRICE:  REGULAR  SALE

PRICE:_ _ _ _ _ _._ _ _  QUANTITY:_ _ _SIZE:_ _ _ _._ _ _UNIT OF SIZE:_ _ _

SALES TAX        APPLICABLE:  YES    NO    INCLUDED:    YES    NO    RATE:  _ _ . _ _ _ %
```

CHAPTER 8
THE PRICING SCHEDULE

1) The **outlet number, outlet name, quote code, month,** and **page number** are preprinted on the top of each page. Do not change these entries.

```
COLLECTION PERIOD  8509                                  09/19/85  PAGE  2
OUTLET NUMBER    0000124        ACME  MARKET             09/26/85  A102/1440

QUOTE CODE  001
```

2) The **department code, arranging code, respondent,** and **location** are preprinted in the block below the header.

```
DEPARTMENT CODE: A      NAME:  DAIRY
                        RESPONDENT:  ELSIE BORDEN
                        LOCATION:
------------------------------------------------------
ARRANGING CODE: A002    RESPONDENT:
                        LOCATION:  AISLE 3
```

If the Department/Respondent List (SO-614) was completed for the outlet during a previous collection period, the block containing the department code, department respondent, and department location will appear before the quotes assigned to that department. If an SO-614 has not been completed, this block will not appear on the form.

DEPARTMENT CODE

- 1 Alphanumeric character
- The department code is used to designate the order in which the quotes for an outlet are listed on the pricing schedule. This element is for the convenience of the Field Representative and may be completed at the option of the Field Representative.

NAME (Department)

- 35 Alphanumeric characters
- Department name.

RESPONDENT (Department)

- 25 Alphanumeric characters
- The respondent or quote respondent is the employee in the outlet who provides the information for this specific department. This element need only be completed if the department respondent is different from the Respondent entered on the facesheet.

LOCATION (Department)

- 25 Alphanumeric characters
- The location of the department within the establishment.

ARRANGING CODE

- 4 Alphanumeric characters
- The Arranging Code is used to designate the order in which the quotes for an outlet are listed on the pricing schedule. This element is for the convenience of the Field Representative and may be completed at the option of the Field Representative. If the Arranging Code is not entered, the quotes for an outlet are printed in numerical sequence by Quote Code. The Department Code is printed in the first space, if applicable.

RESPONDENT (Quote)

- 25 Alphanumeric characters
- The respondent is the name of the individual at the quote level in the outlet (aisle clerk, etc).

LOCATION (Quote)

- 25 Alphanumeric characters
- This field will describe the location of the quote in the outlet. (Example - Aisle 3)

3) MESSAGES

```
MESSAGES     FIELD  COMPETITIVE PRICE CHANGE
         COMMODITY  VERIFY UNIT OF SIZE
          SCHEDULE  COMPONENTS DON'T ADD UP
             OTHER  USE REVISED CHECKLIST (9/85) IF PRICE CAN BE REPORTED
```

These are preprinted messages from the previous pricing period. They are preceded by the type of message. Below is a listing and descriptions of the types of messages.

<u>Field</u> - If a Field Message was entered by the Field Representative during the previous collection period, it will be printed here. Any filled message for the current collection period must be entered below. The message may be in the form of the standard field message codes found in Chapter 13, Standard Codes and Messages, a written message, or both.

<u>Commodity</u> - Comments, questions, or instructions from the Washington Office on pricing or the quote are printed next to Commodity Message. The message may be in the form of the standard commodity message codes found in Chapter 13, a written message or both.

Instructions must be implemented and questions answered during the collection period in which they are received.

<u>Schedule</u> - Comments, questions, or instructions from the Washington Office regarding the coding of information on the pricing schedule are printed next to Schedule Message. These messages may also be in the form of standard commodity message codes, written messages or both.

Other - The messages that print for a specific quote in Action Required on the Quote Summary Form will be repeated here in the Other Message field.

4) Seasonality

Below are listings showing the variation in formats for the seasonality elements of the Pricing Form:

Variation 1

```
-------------------------------------------------------------------------------------
8508  SEASONAL:  NO       |  IN-SEASON:  YEAR-ROUND
                          |
8509             YES  NO  |   JAN  FEB  MAR  APR  MAY  JUN  JUL  AUG  SEP  OCT  NOV  DEC
                          |
-------------------------------------------------------------------------------------
```

If the unique item is a member of an ELI that is not Washington Office Designated Seasonal, then the two data elements, Seasonal and In-Season will print on the Pricing Form.

Variation 2

```
ELI SELLING SEASON   APR - SEP   |  WINDOW/SUBSTITUTION PERIOD    JUN - AUG
                                 |
-------------------------------------------------------------------------------------
8508  SEASONAL:  NO       |  IN-SEASON:  YEAR-ROUND
                          |
8509             YES  NO  |   JAN  FEB  MAR  APR  MAY  JUN  JUL  AUG  SEP  OCT  NOV  DEC
                          |
-------------------------------------------------------------------------------------
```

If the unique item is a member of an ELI that is Washington Office Designated Seasonal and the ELI is Nonfood (WODS Nonfood ELI), then the data elements ELI Selling Season and Window/Substitution Period will print on the Pricing Form in addition to Seasonal and In-Season.

Variation 3

```
REFERENCE/SUBSTITUTION PERIOD      AUG - JAN

8508  SEASONAL:  NO       !  IN-SEASON:   YEAR-ROUND
                          !
8509             YES  NO  !  JAN  FEB  MAR  APR  MAY  JUN  JUL  AUG  SEP  OCT  NOV  DEC
                          !
```

If the unique item is a member of an ELI that is a Washington Office Designated Seasonal and the ELI is food (WODS Food ELI), the data element Reference/Substitution Period will print on the Pricing Form in addition to Seasonal and In-Season.

SEASONAL - a preprinted message ("YES" or "NO") in bold print to indicate whether the item is seasonal.

IN-SEASON - A preprinted message in bold print appears here to indicate the months that the item is in-season. If the item is not seasonal, "Year-Round" appears.

For a description of the data elements, ELI Selling Season, Window/Substitution Period, and Reference/Substitution Period, refer to Chapter 15, Seasonal Items: Pricing.

5) Specifications -

Quote Code - Each ELI selection in an outlet has a permanent unique 3-digit code assigned by the Washington Office. 'Quote' refers to all the information about a specific item in a specific outlet that will be collected during initiation and later during pricing. The Quote Code is the identifying number assigned to that block of information.

ELI - Cluster Code - To the right of the quote code, the ELI - Cluster Code is printed. This is the 5-digit number identifying an ELI category plus a 2 or 3 alphanumeric character extension identifying the cluster within that ELI. The Cluster Code is an extension of the ELI Number serving to further define the ELI category.

Cluster Title - The Cluster Title is printed next to the ELI - Cluster Code. This title corresponds to the cluster that is to be priced.

Specification Elements - The specification of the item is printed below its quote code. The specification of the item is the description of the item as entered on the checklist during initiation and amended during subsequent pricing.

When an ELI is initiated, the Field Representative completes the checklist for that ELI using the specification elements provided in order to fully describe the unique item selected. The specification elements chosen constitute the specification of the item. The specification includes the specification elements and their corresponding codes. During pricing, the Field Representative uses the specification to identify the item that is to be priced.

6) Specification Correction and Double Asterisk Changes

```
16011-01B  MARGARINE

     A1   VEGETABLE OILS
     B1   100% SOYBEAN OIL
     L2   SOFT
     Q3   PACKAGE OF 2 TUBS
     R2   16 OUNCES
     S99  BRAND - PARKAY

     SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES

     _ _ _ _ ________________________________________

     _ _ _ _ ________________________________________

     _ _ _ _ ________________________________________
```

The use of Specification Corrections and Double Asterisk Changes is covered in Chapters 16, Specific Corrections and Double Asterisk Changes, and Chapter 22, Forms Completion.

7) Item Availability and Quote Status

```
8508  ITEM AVAILABILITY  AVAILABLE

8509  AVAILABLE    OUT OF SEASON    TEMP UNAVAIL    INIT INCOMPLETE    PERM UNAVAIL

8509  QUOTE STATUS:  SAME ITEM    SUBSTITUTION    REINITIATION    DELETION

8509  FIELD MESSAGE:  ________________________________________
```

Item Availability

Item availability is used to indicate whether the item is available and a price is reported, or whether the item is out-of-season, temporarily unavailable, permanently unavailable, or not completely initiated.

The Item Availability for the previous collection period is printed next to the heading and to the right of the date of the previous collection period.

Quote Status

Quote Status is used to indicate whether: the information reported on the Pricing Form is the current information for the same item priced the previous collection period; a substitution to a new item has been recorded; the quote has been reinitiated; or the quote has been deleted.

Field Message

* 128 alphanumeric character limit
* This space is provided for the Field Representative to enter a message explaining the pricing of this quote or to briefly ask/answer questions of the Washington Office. This message is not a permanent entry; it will be printed on the pricing schedule for the next collection period but will not appear thereafter.

Thus, the Field Message should be used to explain temporary situations. Permanent messages that become part of the description of the quote should be entered in the specification element Z99 (ZZ99). Field Messages may be in the form of standard field messages, written messages, or both.

Standard Field Messages are discussed in Chapter 13, Standard Codes and Messages. Field Messages may be considered "open ended"; that is, additional information can be provided in the space remaining, up to the 128 character limitation.

8) Price and Price Adjuncts

	8508	8509
PRICE:	1.19	_ _ _ _ _ _ _ _._ _ _
TYPE OF PRICE	REGULAR	REGULAR SALE
QUANTITY:	1	_ _ _
SIZE:	16.00	_ _ _ _._ _
UNIT OF SIZE:	OZ	_ _ _
PAIR:		YES NO
DIFF DAY:		YES NO

This section contains the price and price adjunct data elements. There are seven price and price adjunct data elements: Price; Type of Price; Quantity; Size; Unit of Size; Pair; and Different Day.[1] The price data element will be listed on the Pricing Form for every ELI. Type of Price, Quantity, Size, Unit of Size, Pair, and Different Day are ELI/Cluster specific and will only be listed on the Pricing Form if appropriate to the pricing of items in that specific ELI/Cluster.

---

[1] The price and price adjunct data elements are described in Chapter 9, Pricing the Current Item.

9) Sales Tax

SALES TAX	8411	8501
APPLICABLE:	YES	YES NO
INCLUDED:	YES	YES NO
RATE:	5.0 %	_ _._ _ _%
DESCRIPTION		
8411:		
8501:	____________________ ____________________	

The sales tax section contains four data elements: Applicable, Included, Rate, and Description. Completion of these data elements is discussed in Chapter 9, Pricing the Current Item.

10) Corrections

effective date: _ _/ _ _/ _ _ type or price: REGULAR SALE pair: YES NO

price: _ _ _ _ _ _. _ _ _ quantity: _ _ _ size: _ _ _ _. _ _ _ unit of size: _ _ _

pair: YES NO diff day: YES NO

SALES TAX applicable: YES NO included: YES NO rate: _ _. _ _ _%

This section is reserved for corrections to the price, price adjuncts, or sales tax data elements.

CHAPTER 9. PRICING THE CURRENT ITEM

A. INTRODUCTION

B. PREPARATION FOR PRICING

C. CONTACTING THE OUTLET

D. CHANGES IN OUTLET STATUS

E. IDENTIFYING THE CURRENT ITEM

F. WHEN THE CURRENT ITEM IS NOT AVAILABLE

G. SEASONAL DATA ELEMENTS

H. ITEM AVAILABILITY

I. QUOTE STATUS

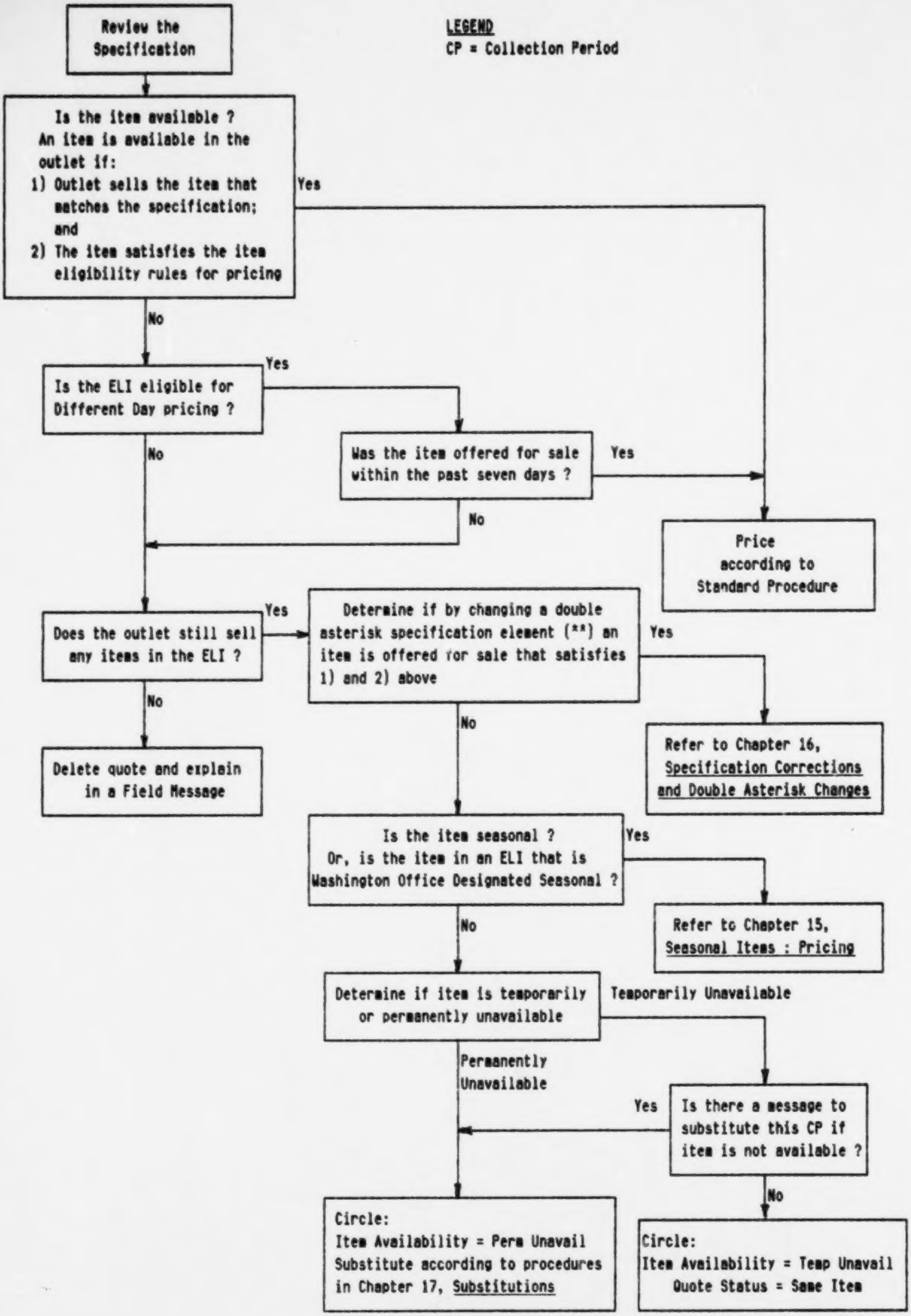
J. THE PRICE OF THE CURRENT ITEM

K. THE PRICE ADJUNCTS

L. PRICE AND PRICE ADJUNCT CORRECTIONS

M. SALES TAX

PRICING


Review the Specification
Is the item available ? An item is available in the outlet if: 1) Outlet sells the item that matches the specification; and 2) The item satisfies the item eligibility rules for pricing
Yes
No
Is the ELI eligible for Different Day pricing ?
Yes
No
Was the item offered for sale within the past seven days ?
Yes
No
Price according to Standard Procedure
Does the outlet still sell any items in the ELI ?
Yes
No
Determine if by changing a double asterisk specification element (**) an item is offered for sale that satisfies 1) and 2) above
Yes
No
Delete quote and explain in a Field Message
Refer to Chapter 16, Specification Corrections and Double Asterisk Changes
Is the item seasonal ? Or, is the item in an ELI that is Washington Office Designated Seasonal ?
Yes
No
Refer to Chapter 15, Seasonal Items : Pricing
Determine if item is temporarily or permanently unavailable
Temporarily Unavailable
Permanently Unavailable
Is there a message to substitute this CP if item is not available ?
Yes
No
Circle: Item Availability = Perm Unavail Substitute according to procedures in Chapter 17, Substitutions
Circle: Item Availability = Temp Unavail Quote Status = Same Item

LEGEND
CP = Collection Period

CHAPTER 9. PRICING THE CURRENT ITEM

A. INTRODUCTION

Pricing is the ongoing process of updating the price and associated price data for each of the items selected during initiation. At regular time intervals the Field Representative returns to the outlet with the intention of obtaining the current price of the same item that was priced the previous collection period.

In pricing the current item, the first objective is to identify the current item in the outlet. The current item must match the specification of the item priced the previous period and meet the item eligibility rules for pricing.

Once the current item is identified, the Field Representative records the price and the corresponding data of quantity and size, in accordance with certain price reporting rules. In addition, the Field Representative records any other relevant information about the current item -- whether the item is on sale, for example, or if any modifications must be made to its description.

B. PREPARATION FOR PRICING

The Field Representative begins each collection period with several review procedures which are summarized below. More detailed instructions for preparation as well as a description of the administrative duties necessary for pricing are contained in Chapter 20, Operations - Pricing.

1) Review the CPI Operations Memorandum for the current and previous months.

2) Review the Data Collection Manual update.

3) Review schedules and compare with transmittal for completeness.

4) Review the Quote Summary Form for messages and instructions (See Chapter 13, Standard Codes and Messages for a complete list of messages.)

5) Review schedule binder to make sure that you have file copies for all ELIs priced in the outlet.

6) Review schedule facesheet and binder for special instructions, best time, etc.

7) Review SO-608As for the outlet if any are received.

8) Refer problems to Regional Office staff.

C. CONTACTING THE OUTLET

In general, data will be collected in a personal visit to the outlet. There are exceptions for certain ELI categories where data may be collected by telephone. (The ELIs for which data may be collected by telephone are listed in Appendix F.)

1) Whom to contact at the outlet:

Upon arrival at the outlet, report to the authorizing official and request permission to speak with the respondent(s). If the authorizing official expressly instructs you not to contact him each time but to go directly to the respondent(s) for pricing, by all means do so, and note this instruction in Special Instructions on the pricing schedule facesheet.

2) What to say:

Introduce yourself, show identification, and explain that you are there to update the price information obtained in previous months. Assure the authorizing official and respondent(s) that all information provided by the outlet will be treated as confidential. If there are any quotes to be reinitiated or new ELI categories to be initiated, it is advisable to alert the respondent that you will need additional information or may have additional questions.

3) Determine if the outlet meets the outlet eligibility rules:

Determine if the outlet continues to satisfy each of the outlet eligibility rules. (The outlet eligibility rules are listed in Chapter 3, Meeting The Eligibility Rules - Outlets At Initiation/Pricing.) If the outlet does not satisfy these eligibility rules, enter the appropriate

Interview Code on the pricing schedule facesheet and send an SO-608A explaining the situation.[1]

D. CHANGES IN OUTLET STATUS

1. Outlet Moves From Its Former Location

If the outlet moves and the distance between the old location and the new location is 1/2 mile or less, continue to price the outlet. Correct the facesheet to reflect the new address. Send an SO-608A informing the Washington Office of the changes.

If the distance between the old location and the new location is more than 1/2 mile, enter Interview Code 19 and send an SO-608A containing as much information as possible about the move. Include the distance between locations and indicate, if possible, whether the clientele is expected to follow. Continue to use Interview Code 19 until a reply to the SO-608A is received from the Washington Office.

2. Outlet Goes Out Of Business

If an outlet goes out of business, enter Interview Code 19 for up to 6 months. If a new business opens at the same location during that 6 months and carries any of the previously priced ELIs, price in the new business. Send an SO-608A explaining the situation.

If a new business opens but does not carry the assigned ELIs, assign Interview Code 12 to the outlet. If no business opens within 6 months and no information is available on a future reopening, cancel the outlet by entering Interview Code 22. Do not replace the outlet. If there is specific information available indicating that the outlet will reopen in the near future, continue to use Interview Code 19 until it reopens.

---

[1] See Chapter 8, The Pricing Schedule and Chapter 13, Standard Codes And Messages, for more information on the Interview Code.

3. Outlet Refuses To Cooperate

If the outlet refuses to cooperate or will cooperate to some extent but will not provide accurate price data, contact Regional Office staff for instructions. A refusal will not be accepted for outlets that are public utilities and for outlets in certain other ELIs. Depending on the outlet and circumstances, the Regional Office may send a letter requesting cooperation, contact a higher level official of the firm, or make a visit to the outlet. Use Interview Code 19 until instructions from the Regional Office are received. Explain the reason given by the respondent for refusing and the action taken by the Regional Office in an SO-608A.

4. Outlet Changes Name, Ownership Or Type Of Business

Continue to price the outlet as long as it sells at least one assigned ELI. Make the appropriate corrections to the facesheet and control forms, and write an Outlet Message to explain the situation.

5. Outlet Temporarily Closed

If an outlet is closed temporarily (e.g. for remodeling or illness), enter Interview Code 19. For seasonal outlets that are closed for their out-of-season months, use Interview Code 23.

E. IDENTIFYING THE CURRENT ITEM

To price a quote, the Field Representative must first determine if the item is available. The item is available if the outlet sells an item that 1) matches the specification and 2) satisfies the item eligibility rules for pricing.

1) Determine if the outlet sells an item that matches the specification:

   The initial step in pricing an item is to locate within the outlet the item that matches the specification listed on the pricing schedule. To be priced as the current item, an item must exactly meet the specification.

   Inspect the item to make certain that it is identical to the description of each of the specification elements. If the item is a service, the service specifications should be reviewed with the respondent.

   If there are any differences between the item being considered for pricing and that described in the specification, the item does not meet the specification. In limited instances (i.e., when there is one or more double asterisk specification elements), a change to the specification is allowed. See Part F.3 of this chapter and Chapter 16, Specification Corrections and Double Asterisk Changes for a discussion of these cases.

2) Determine if the item satisfies the item eligibility rules for pricing:

   The item to be priced must meet the item eligibility rules for pricing. These rules are discussed in Chapter 11, Meeting The Eligibility Rules - Items At Pricing.

F. WHEN THE CURRENT ITEM IS NOT AVAILABLE

These are the procedures to follow if the outlet does not sell an item that both matches the specification and satisfies each of the item eligibility rules for pricing (E.1 and E.2 above):

1) Determine if the ELI/Cluster is eligible for Different Day Pricing

>>> If the Different Day data element is printed on the Pricing Form, an item is considered available, and should be priced, if it was available in the outlet at any time during the past seven calendar days. Thus, if the item is eligible for Different Day pricing and an item that meets E.1 and E.2 above was available during the past seven calendar days, price the item and circle YES in Different Day.

>>> If the ELI/Cluster is not eligible for Different Day pricing, go to step 2.

2) Determine if the ELI is still offered for sale in the outlet

>>> If the outlet still sells the ELI, go to Step 3.

>>> If the outlet no longer sells any eligible item in the ELI, and does not expect to sell the ELI in the future, delete the quote by circling PERM UNAVAIL in Item Availability and DELETION in Quote Status, and explain the reason for the deletion in a Field Message.

3) Determine if by changing a Double Asterisk specification element, an item can be found that satisfies both E.1 and E.2 [2]

>>> Double asterisk specification elements may be changed without a substitution. Therefore, if the outlet sells an item that differs from the item defined by the specification only in double asterisk specification element(s), price this new item and record the specification element changes for the quote according to the procedures in Chapter 16, Specification Corrections and Double Asterisk Changes.

>>> If the outlet does not sell such an item, go to Step 4.

4) Determine if the quote is seasonal

>>> If the item is seasonal as designated in the Seasonal and In-Season data elements or if the item is in an ELI that is Washington Office Designated Seasonal, refer to Chapter 15, Seasonal Items: Pricing.

>>> If the quote is not seasonal, go to Step 5.

---

[2] Specification elements with double asterisks are discussed in Part C of Chapter 6, The ELI Checklist.

5) Determine if the item is permanently unavailable for sale in the outlet

>>> If the item is permanently unavailable, substitute following the procedures in Chapter 17, Substitutions.

>>> If the item is only temporarily unavailable, go to Step 6.

6) Determine if there is a message to substitute if the item is not available

>>> If there is a Washington Office message in Action Required to substitute if the item is not available, substitute following the procedures in Chapter 17, Substitutions.

>>> If the item is temporarily unavailable and there is no message to substitute, circle TEMP UNAVAIL and enter a brief explanation of the situation in a field message.

G. SEASONAL DATA ELEMENTS

The data elements Seasonal and In-Season are used to define the season for the unique item. The rules for updating these data elements are described in Chapter 15, Seasonal Items: Pricing.

H. ITEM AVAILABILITY

An Item Availability code must be entered each collection period that an item is priced. On the Pricing Form, the Item Availability data element is used to indicate whether the item is: a) available and a price is reported; b) out-of-season; c) temporarily unavailable; d) the initiation of the item is incomplete; or e) permanently unavailable.

a) AVAILABLE

Circle AVAILABLE when the item described in the specification is available and a price is reported.

b) OUT-OF-SEASON

The season for the unique item is defined by the Seasonal and In-Season data elements. If the item is unavailable and it is out-of-season as designated by these two data elements, circle OUT-OF-SEASON. (See Chapter 15, Seasonal Items: Pricing, for further discussion of this code.)

c) TEMP UNAVAIL (Temporarily Unavailable)

If the item is unavailable on the day of pricing but the outlet expects that the item will return and that the outlet will continue to offer the item, circle TEMP UNAVAIL. If the respondent is uncertain whether the item is temporarily or permanently unavailable, circle TEMP UNAVAIL. When TEMP UNAVAIL is circled, a field message must be entered to further explain the situation.

d) INIT INCOMPLETE (Initiation Incomplete)

Circle INIT INCOMPLETE when an initiation cannot be completed. Use INIT INCOMPLETE only if disaggregation has proceeded to the extent that at least either one specification element or the cluster in a multi-cluster ELI has been determined. An initiation is incomplete when disaggregation has been started, but a unique item cannot be fully described and priced.

e) PERM UNAVAIL

If the item is unavailable on the day of pricing and the outlet does not expect to continue to offer the item, circle PERM UNAVAIL.

I. QUOTE STATUS

A Quote Status code must be entered each Collection Period that an item is priced. The Quote Status data element is used to indicate the action taken by the Field Representative on the specific quote. The Quote Status data element is used to indicate if: a) the data reported for the current collection period is for the same item that was priced the previous collection period; b) a substitution is reported; c) a reinitiation is reported; or d) the quote is to be deleted.

a) SAME ITEM

Circle SAME ITEM if the data reported for the current collection period is applicable to the same item that was priced during the previous collection period.

Circle SAME ITEM if a substitution or reinitiation is not reported and if the quote is not to be deleted.

b) SUBSTITUTION

Circle SUBSTITUTION when a substitution to a new item is reported and the appropriate checklist is completed.

c) REINITIATION

Circle REINITIATION when a reinitiation is reported for the quote.

d) DELETION

Circle DELETION if the quote is to be deleted. When the quote is to be deleted, provide an explanation in a field message.

Quotes are deleted in the following situations:

* When the entire ELI assigned is permanently unavailable in the outlet.

* When an ELI which has been designated as seasonal is not stocked in the outlet during the reference period for which it is to be initiated, and will not be stocked in the future during that reference period.

* When the preselected cluster assigned for an ELI is unavailable in the outlet (e.g., a particular grade of gasoline).

* Upon instruction from Washington.

J. THE PRICE OF THE CURRENT ITEM

The price that is reported for the item is determined by following the rules in Chapter 10, Price Reporting Rules. The instructions for entering that price on the Pricing Form are listed below.

1) Field Limitation for Price

Record the price of the item in the Price data element. You may report a price of up to 9,999,999.999 for an item (i.e., 7 digits to the left and 3 digits to the right of the decimal point). If the price of the item is greater than this, report the price in a Field Message and circle TEMP UNAVAIL in Item Availability. Use at least two digits to the right of the decimal point (e.g., an item priced at one dollar is recorded as 1.00). Do not report .00 for a free item: see procedure for reporting the price of a free item in Chapter 10, Price Reporting Rules.

If the item is priced at less than whole cents (e.g., as gasoline might be priced at $ 1.12 9/10 per gallon), record the price using three digits to the right of the decimal (e.g., 1.129 for the example above). Round all prices to the nearest tenth of a cent.

Do not use dollar ($), cents (¢), or commas (,) in PRICE.

If the item is not available, cross out the preprinted price (or, if the price is not preprinted, leave Price blank).

2. Recording the Price

a) Dependent Pricing

When the price from the previous collection period is preprinted, record a change in price by crossing out the preprinted price and entering the current price in the spaces to the right.

PRICE: ~~1.79~~ _ _ _ _ _ _ 1 . 8 2 _

b) Independent Pricing

When the price from the previous collection period is not preprinted, enter the current price in the spaces to the right of Price.

PRICE: _ _12497.98_

c) Price Unchanged from the Previous Collection Period

Circle each preprinted price and price adjunct if the preprinted value is also the current value.

3. Verifying/Explaining Price Changes

If the price for the current month reflects a change (increase or decrease) of 10 percent or more from the price preprinted on the schedule and neither the previous price nor the current price is a sale price, explain the reason for the difference in a Field Message.

The Field Representative should verify the price change with the respondent and ask if the respondent can identify the reason for the price change. Standard Field Message codes may be used from Chapter 13, Standard Codes And Messages, if applicable. If either the previous or current price is reported as a sale price, this serves as verification. If the respondent is unable to identify the reason for the change, verify the new price and explain in a Field Message. The standard message F1 may be used for this purpose. (Reason for price change unavailable because _____.)

It is not necessary to explain price changes in Field Message in the following situations: 1) when SALE is entered in Type of Price; 2) when the previous price was a sale price; and 3) if the previous price is not printed on the pricing form.

K. THE PRICE ADJUNCTS

There are seven price and price adjunct data elements: Price; Type of Price; Quantity; Size; Unit of Size; Pair; and Different Day. However, not all of these data elements are appropriate to the pricing of items in every ELI/Cluster. A price adjunct will only be listed if appropriate to the pricing of items in the specific ELI/Cluster.

1. Quantity

The Field Limitation for Quantity

Record the quantity of the item priced in the Quantity data element. When the schedule is processed in the Washington Office, the price recorded in Price is divided by the quantity recorded in Quantity to determine the price of one of the item.

The Quantity data element will be printed only for those quotes in ELI/Cluster categories in which a Quantity greater than one may be priced. If Quantity is not printed on the Pricing Form, only one of the items may be priced.

You may enter whole number quantities from 1 through 999. If the Quantity data element prints on the Pricing Form, it must be completed. If the quantity is 1, enter 1.

Consistency in Quantity with the Specification

The number recorded in Quantity must be the number of the item that is priced as described in the specification. (There are exceptions to this requirement. See the following discussion in "Consistency in Quantity with size.") In many cases, the item described on the specification is easily recognizable as one item. However, in other cases, the specification may describe an item that includes multiple units of a commodity.

> Example: The specification of a quote in Men's T-Shirts (ELI 36031) indicates "Per Package of 3." If pricing one package, quantity is one and 1 must be entered. If pricing two packages, 2 is reported in quantity.

For items that are commonly prepackaged in multiples but there is no specification element describing this, enter the number of items in the package in Z99(ZZ99). For example, when pricing tennis balls enter 'can of 3' in Z99(ZZ99) rather than entering the number of individual items in QUANTITY. This makes it clear to both the Field Representative and Washington Office that a package is being priced.

For those items where it is evident that a package is being priced (e.g., a box of cookies) it is not necessary to indicate how many individual units the box contains.

Consistency in QUANTITY with SIZE

The number recorded in quantity must be the number of the item of the size that is specified in the Size data element. If the number and size of the individual units in the package can be readily determined, report the number of units in the package in Quantity and the size of the individual units in

Size. When the multiple unit rule is applicable, Quantity is determined by multiplying the number of units in a single package by the number of packages that are priced. Size is the size of individual unit. If the number and size of the units are not obvious, report the number of packages in Quantity and the size of a single package in Size. For example, a six-pack of 12-ounce cans of cola selling for $2.00 would be priced as follows:

8609

PRICE: _ _ _ _ _ _ 2 . 00 _
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: _ _ 6
SIZE: _ _ 12 . _ _ _
UNIT OF SIZE: _ OZ

A case of six packs of cola selling for $7.89 would be priced as follows:

8609

PRICE: _ _ _ _ _ _ 7 . 89 _
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: _ 24
SIZE: _ _ 12 . _ _ _
UNIT OF SIZE: _ OZ

The Multiple Unit Rule

When an item is offered for sale at different prices depending on the number of units purchased, report the price and quantity for the lowest number greater than one offered. For example, if an outlet offers a specific candy bar for sale at 1 for $ .25, 2 for $ .45, or 5 for a $1.00, report .45 in Price and 2 in Quantity.

If the Quantity data element is not printed on the Pricing Form, the item is not eligible for multiple unit pricing.

Verifying/Explaining Quantity Changes

If the quantity of the item priced increases 100 percent or more, or decreases 50 percent or more, verify and explain this change in a Field Message by entering the Standard Field Message F9 (Quantity change verified) and writing a brief explanation if possible.

A change in quantity need not be verified/explained if the price reported is a sale price.

2. Size and Unit of Size

Recording the Size and Unit of Size

The Size refers to the dry weight or liquid volume of the item. Enter the numerical value of the size in the space provided. Any fractions must be reported in decimal form up to three digits. The abbreviation of the unit of measurement (e.g., pound or quart) will be entered under Unit of Size.

If the Size adjunct is not applicable or available for the unique item being described, enter '1' for the Size data element and 'NAP' in the Unit of Size data element.

The Unit of Size adjunct will always be printed with the Size adjunct. In Unit of Size enter the unit of measurement that corresponds to the value entered in the Size data element above. The acceptable units and their abbreviations are:

Measures of Volume

OZ - Ounces
PT - Pints
QT - Quarts
HG - Half Gallons
GA - Gallons
ML - Milliliters
LT - Liters
HPT - Half Pint

Measures of Weight

LB - Pounds
OZ - Ounces
KG - Kilograms
GR - Grams

Measures of Energy

KWH - Kilowatt Hours
THM - Therms

Other Measures

NAP - Size not applicable for this item

The Size and Unit of Size data elements will be printed only for those quotes in ELI categories where size information would be appropriate.

You may report a size of up to 9999.999. (Use the SO-715 Conversion Table provided in Appendix D to convert other units of measure as well as fractions to decimals).

Special Procedures for Reporting the Size of Food Items

Report the Net Weight

The labels on some brands of processed fruits and vegetables include not only the net weight of the contents but also the weight of the fruit or vegetable contained in the can or jar, (i.e., the "solid contents"), which excludes the packing liquid. The weight to be reported in the size adjunct is the net weight.

Food Items Sold by Weight

When a food item is sold per pound (16 ounces) enter 16 in Size and OZ in Unit of Size. Or, enter 1 in Size and LB in Unit of Size and the price per pound in Price. Many food items priced per pound, such as meat, cheese, and certain kinds of produce, are sold in packages of varying weight. Do not enter the total weight of the package when pricing such items. Enter the per pound price in Price, 1 in Quantity and either 16 in Size and OZ in Unit of Size or 1 in Size and LB in Unit of Size. For example, if a specific type of cheese is sold in packages of varying weights for $2.49 per pound, record:

8609

PRICE: 2.49
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: 1
SIZE: 1.
UNIT OF SIZE: LB

OR

8609

PRICE: 2.49
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: 1
SIZE: 16.
UNIT OF SIZE: OZ

If an item is sold at a price per any unit of weight, record the price for that unit of weight in Price, the weight in Size, and the unit of weight in Unit of Size. For example, if bananas are sold at $.89 for 2 pounds, record:

8609

PRICE: _ _ _ _ _ _ . 89 _
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: _ _ 1
SIZE: _ _ _ 2 . _ _ _
UNIT OF SIZE: _ LB

OR

8609

PRICE: _ _ _ _ _ _ . 89 _
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: _ _ 1
SIZE: _ _ 32 . _ _ _
UNIT OF SIZE: _ OZ

When an item is sold in a standard weight package or container, enter the weight as labelled on the package or container in Size. For example, if a 5 pound bag of sugar sells for $1.75 record:

8609

PRICE: _ _ _ _ _ 1 . 75 _
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: _ _ 1
SIZE: _ _ _ 5 . _ _ _
UNIT OF SIZE: _ LB

OR

8609

PRICE: _ _ _ _ _ 1 . 75 _
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: _ _ 1
SIZE: _ _ 80 . _ _ _
UNIT OF SIZE: _ OZ

Or, if a half-gallon carton of milk sells for $.98 record:

8609

PRICE: .98
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: 1
SIZE: 1.
UNIT OF SIZE: HG

OR

8609

PRICE: .98
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: 1
SIZE: 64.
UNIT OF SIZE: OZ

When more than one of the item is priced, enter the price of all the items together in Price, the number of items priced in Quantity, and the size of a single item in Size. For example, if a can of tomatoes weighing 14 5/8 ounces is priced at 3 for $2.55 record:

8609

PRICE: 2.55
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: 3
SIZE: 14.625
UNIT OF SIZE: OZ

Fresh Fruits and Vegetables Sold per Pint/Quart

Fresh fruits and vegetables sold per pint or quart container are not sold by weight. They are sold by volume. Pint and quart refer to the fluid capacity of the container and do not indicate the weight of the produce item. When a produce item is sold per pint or quart weigh one multi-pack of the item and report its weight in Size.

Verifying/Explaining Changes in Size

If the size of the item priced increases 100 percent or more, or decreases 50 percent or more, verify and explain this change in a Field Message by entering the Standard Field Message F10 (Size change verified) and writing a brief explanation if possible.

A change in size need not be verified/explained if: a) the price reported is a sale price and SALE is entered for Type of Price; or b) substitution to a new item is required. In addition, a change in size need not be verified/explained in most instances if a double asterisk specification element, "** Size Represents," is changed. However, when weighing two average size items to determine size, if the items are unusually large or unusually small, verify and explain this change in a Field Message as described above.

For example, if very large watermelon are selling at 2 for $2.99 and an average pair weighs 198.5 ounces, record:

8609 FIELD MESSAGE: F10 Huge watermelon

	8609
PRICE:	2.99
TYPE OF PRICE:	REGULAR [✓ SALE]
QUANTITY:	2
SIZE:	198.5
UNIT OF SIZE:	OZ
PAIR	[✓ YES] NO

If an item requires weighing on a scale in order to report a size and the weight for the current item is identical to the weight preprinted in Size from the previous collection period, enter the standard field message F11 (Verified item(s) weighed: same weight as previous collection period).

Size Ranges

Concept of Size Ranges

Checklists for many food items, apparel, personal care products, and household products include specification elements that describe a range of size. For example:

G1	3 to 6 ounces
G2	7 to 10 ounces
G3	11 to 14 ounces
G4	15 to 18 ounces
G99	Other, ________________

Items such as packaged foods, household products and personal care items are subject to price increases in the form of a smaller size package for the same price. Instead of raising the price for the same weight of the item, the manufacturer may charge the same price but put less of the item in the package.

Because of the frequency of slight size changes in packaged products, it would be unwieldy to treat every change in size as a substitution. Therefore, size ranges for such products have been designated as specification elements. Packaged items within a given size range are considered comparable.

When a size range appears in the specification, any item within that size range that matches the other specification elements is considered to meet the specification. Items outside that size range do not meet the specification and a substitution must be made.

Recording SIZE with a Size Range Specification Element

When a size range appears as a specification element for food, household products and personal care products, the exact size of the item (which must be within the specified range) is entered in Size.

Fractional Sizes Between Size Ranges

Size range specification elements on certain checklists do not allow for fractional sizes. For example, the size range specification elements listed below do not describe an item that weighs between 5 and 6 ounces or 11 and 12.

F1	3 to 5 ounces
F2	6 to 11 ounces
F3	12 to 14 ounces

In these cases, describe the item using the specification element in the next lowest size range. Thus 5.75 would be assigned to F1 3 to 5 ounces.

3. PAIR

Most food items either have a weight specified on the package or are sold at a per pound price. Some food items, however, are sold "per each" and are not of standard weight. Common examples are fresh fruits and vegetables sold per each or per dozen, and fresh bakery cookies or donuts sold per each.

In these cases, weigh 2 average size items and enter in SIZE the weight of the 2 items in Size, and circle YES next to Pair. The YES entry (for pair) indicates that this is the size for two items. If the item is priced per each, enter the price for one of the items in Price and 1 in Quantity. For example, if green peppers sell for $.25 each and two average size peppers weigh together 8 7/8 ounces, record:

8609

PRICE: .25
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: 1
SIZE: 8.875
UNIT OF SIZE: OZ
PAIR: [✓ YES] NO

If such items are sold with a multiple unit price, apply the multiple unit rule and report the price and quantity for the lowest number greater than one offered, and report the weight of two average size items in Size. For example, if 3 donuts sell for $.50 or $.25 apiece and two average donuts weigh 12.5 ounces, record:

8609

PRICE: .50
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: 3
SIZE: 12.5
UNIT OF SIZE: OZ
PAIR: [✓ YES] NO

When food items are sold per package (such as bags of oranges), and there is no weight on the package, weigh one package and report its weight in Size. Do not make a Pair entry. Enter the number of packages priced in Quantity.

When food items are priced per pound or are sold by a standard weight, do not weigh the item.

If an item cannot be weighed, enter 1 in Size and NAP in Unit of Size and explain in a Field Message. Include any information that will help to determine the size of the item (e.g., the diameter of a cookie).

4. Different Day

Certain ELI categories will have the DIFF DAY adjunct printed to allow the Field Representative to report a price from the previous seven days if the item is not available at the time of pricing. If the item is not available at pricing but the item was offered for sale at any time during the seven calendar day period immediately preceding the date that the Field Representative is pricing, enter the most recent available price (within the seven day limit) in Price and circle YES in Diff Day. Do not report prices that precede the seven day limit.

If the Different Day data element is not printed on the Pricing Form, the item is not eligible for different day pricing.

L. PRICE AND PRICE ADJUNCT CORRECTIONS

When any previously reported price, price adjunct, or sales tax information is discovered to have been incorrectly reported, a correction must be made by recording the corrected value and the effective date of the correction in the CORRECTIONS section of the pricing form and explain the correction in a Field Message. Procedures for correcting specification elements are in Chapter 16, Specification Corrections and Double Asterisk Changes. Procedures for correcting component values are in Chapter 12, Component Pricing.

Field Representatives are responsible for documenting and explaining all errors that they discover in previously reported data during pricing. Although previously reported price, price adjunct, and sales tax information are printed on pricing forms, the Field Representative is not required to verify previous data except in the following situations.

1. Price changes of 10% or more
2. Size increases of 100% or more or decreases of 50% or more
3. Quantity increases of 100% or more or decreases of 50% or more
4. Sales tax information changes

Explaining the Correction

Explain all corrections in a Field Message or on an SO-608A. Include the reason for the correction and any other reason for the correction and any other available information about the correction, including the duration of the error.

M. SALES TAX

Sales tax data must be reported for each item every collection period. The rules for reporting sales tax are described in Chapter 10, Price Reporting Rules, Rule #11.

CHAPTER 10. PRICE REPORTING RULES

A. INTRODUCTION

B. PRICE REPORTING RULES

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CHAPTER 10. PRICE REPORTING RULES

A. INTRODUCTION

The price at which an item is offered for sale in an outlet is affected by the terms under which the item will be sold. For example, the price of an item in a given outlet may include applicable delivery costs while the price of the same item in any other outlet might specifically exclude such delivery costs. Or an outlet might have one price for cash sales and another for purchases on credit. The variables in transaction terms that may be encountered during pricing extend from charges for delivery and financing to reductions for rebates and sales.

Because these transaction terms are not uniform for commodities and services across outlets or even, in some cases, within outlets, a set of rules has been developed to describe many of the terms of transaction and to provide the procedures for determining the price that should be reported on the pricing schedule.

B. PRICE REPORTING RULES

1. REGULAR CASH PRICE

In pricing the current item, report the regular cash price currently in effect for the item.[1] Because transaction terms may vary from outlet to outlet, and from quote to quote within an outlet, determining the regular cash price and the effect of the various transaction terms must be specific for each quote (i.e., on a quote by quote basis).

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[1] ELI 47011, Motor Fuels is an exception where a non-cash price may be reported. See Price Reporting Rule #4, "Discounts," for procedures to follow.

There are outlets that sell items that are marked with a "list" price though the items are always sold to all consumers at a reduced price. In these cases, report the price at which the item is actually sold to all consumers. If the reduced price does not apply to all consumers, the price is a discount price, and the rules for discount prices should be followed.

2. SALE PRICE

A sale price is a price that has been reduced or is considered by the outlet to be lower than its regular selling price in the current period. The reduced price may be higher than the previous price but it must be lower than the regular price at which the outlet would consider selling the item in the current period. The sale price must also be a price that is 1) available to all consumers and 2) temporary.

If the item is on sale and is expected to be available next collection period, report the sale price in Price and circle SALE in Type of Price. Seasonal items that have reached the end of their season and will not be available next collection period are eligible for sale pricing if the item, or an appropriate substitute for the item, is expected to be available the next season.

When a new item is priced and it is on sale, it is important that the regular cash price be reported together with the sale price of the new item. Therefore, when substituting, initiating or reinitiating and the new item is on sale, report the current (sale) price in Price, circle SALE in Type of Price, and enter the most recent regular price before the item went on sale and the month and year that this regular price was in effect in a Field Message. Standard Field Message F5 is provided for this purpose.

3. BONUS MERCHANDISE

Bonus merchandise is a commodity or service that is given free when an item is purchased. The bonus may be an additional quantity of the same item that is purchased (e.g., a 2 ounce travel size tube of toothpaste offered free with the purchase of a 7 ounce regular size tube). Or the bonus may be a different item (e.g., a towel offered free with a box of laundry detergent).

In most instances, the bonus will be offered contingent upon the purchase of a specific item (e.g., a towel is offered as a bonus when a specific box of laundry detergent is purchased). However, an outlet may also offer bonus merchandise that is contingent upon an unspecified additional purchase requirement (e.g., a dinner plate is offered as a bonus with any purchases in the outlet of more than $10.00). When initiating or pricing an item that is offered for sale with bonus merchandise and the bonus is contingent upon the purchase of a specific item, follow the procedures in Part a) below. If the bonus is contingent upon an unspecified additional purchase, refer to Part b) below.

a. Bonus Merchandise Contingent on a Specified Purchase

During initiation and pricing, if an item is offered with a bonus, describe the item without the bonus in the specification and describe the bonus in a field message. Standard Field Message F7, "Bonus of ______ offered," is provided for this purpose. Report the price of the item in Price and circle SALE in Type of Price. The Quantity, Size, and Unit of Size adjuncts should be completed for the item alone without the bonus. The specification should describe the item without the bonus. The bonus is always described separately in the Field Message. Continue to describe the bonus in the Field Message for each collection period that it is offered.

When the bonus is no longer offered, report that the bonus has been terminated in a Field Message. Standard Field Message F8, "Bonus of ______ terminated," is provided for this purpose.

If the bonus becomes a permanent addition to the item and thus the bonus is no longer offered (when, for example, a free offer is used to introduce a new larger size of the item), substitute following the normal substitution procedures described in Chapter 17, Substitutions.

b. Bonus Contingent on Unspecified Additional Purchase

An outlet may offer bonus merchandise that is contingent upon an unspecified additional purchase requirement. For example, an outlet may offer a can of soup for $.35, reduced from the regular price of $.45, if the consumer makes any other additional purchase in the outlet. In such cases, report the price of the item (as described in the specification) without any additional purchase requirements ($.45 in this example).

4. DISCOUNTS

A discount price is a reduced price that is available to only certain consumers or groups of consumers in a specific outlet. When pricing or initiating an item that is offered for sale with a discount, follow the procedures listed below.

a. General treatment of discounts (exceptions noted in Parts b and c)

1. If the discount is expected to be in effect for more than one collection period:

   If a discount applies to less than 5 percent of the dollar sales of an item in an outlet, report the regular cash price of the item in Price.

   If a discount applies to 5 percent or more of the dollar sales, disaggregate the quote until a specific category of price is selected. The eligible categories of price include the regular cash price and all categories of discount prices.

2. If the discount is expected to be in effect for only the current collection period:

   If a discount applies to less than 50 percent of the dollar sales of an item in an outlet, report the regular cash price in Price and report the available discount(s) and a brief explanation of the conditions for the discount(s) in a Field Message.

   If 50 percent or more of the dollar sales of an item in an outlet are at a discount (or discounts), report

the price at which the item is most often sold in Price and report the regular cash price and a brief explanation of the conditions for the discount(s) in a Field Message.

b. Discount for payment in cash

An outlet may offer a discount to customers who pay for an item in cash:

If the quote is in ELI 47011, Motor Fuels, disaggregate following the procedures provided on the Motor Fuels checklist.

In all other cases, report the price of the item after subtracting the discount for cash.

c. Discount for prompt or early payment

Outlets that bill customers may offer a discount if payment is made promptly, or earlier than the normal payment date.

If the quote is in one of the following ELI categories, disaggregate according to the procedures provided on the appropriate checklist:

ELI Number and Title	
25011	Fuel Oil
25021	Bottle or Tank Gas
25022	Coal
26021	Utility Natural Gas Service
27021	Residential Water and Sewer Service

In all other cases, follow the procedure described in 4.a above for 'General treatment of discounts.'

5. CONCESSIONS

A concession, such as is often given on new cars, is a deduction of a specific amount from a proposed selling price for an item. Report the net price paid after subtracting the concession in Price and report the amount of the concession in the specification element provided for this. If a specification element for concession is not provided, enter the concession in Z99(ZZ99).

6. REBATES

a. General treatment of rebates (exceptions noted in Part b)

A rebate is an amount of money returned to the consumer in exchange for the purchase of an item. If a rebate is in effect at the time of pricing, first determine if it is given at the time of purchase or if it is awarded to the consumer at a later date.

If it is given immediately, subtract the rebate from the price, report the net price in Price, and circle SALE in Type of Price to denote that a sale price is being reported. Report the type of rebate (immediate) and the amount in a field message.

If it is awarded at a later date, report the actual amount that is paid for the item at the time of purchase in Price. Report the type of rebate (deferred) and the amount in a Field Message.

b. Rebates for New Cars, New Trucks, and New Motorcycles

All rebates, both deferred and immediate, offered for quotes in New Cars (ELI 45011), New Trucks (ELI 45021) and New Motorcycles (ELI 45031) should be treated as deferred rebates. Do not subtract the rebate from the reported price; follow the procedures on the appropriate checklist for determining the price to report in Price. Report the type of rebate (deferred or immediate), the sponsor of the rebate (manufacturer, dealer or both), and the amount of the rebate in a Field Message.

7. REFUNDS

Regulated utilities may occasionally be required by their regulating authority to refund previously collected charges. This would apply to quotes in the following ELI categories:

ELI Number and Title	
26021	Utility Natural Gas Service
27011	Telephone Service, Local Charges
27021	Residential Water and Sewer Service
27051	Interstate Telephone Service
27061	Intrastate Telephone Service
72601	Utility Natural Gas, 40 Therms
72611	Utility Natural Gas, 100 Therms

A refund may be in the form of a deduction from the customer's bill or it may be paid separately from the monthly bill. In some cases, the refund will be paid fully in one month, while in other cases it may be paid over several months.

If the refund is to be a deduction from the customer's bill, follow the procedures below in Parts a), b), and c) as appropriate. If the refund is to be paid separately from the monthly bill, refer to Part d) below. In all cases, provide in a Field Message or on an SO-608A any available information concerning the refund (e.g., the reason for the refund, the period over which the refund will be paid, and the amount and method for calculating the refund).

a. When the refund is to be given to all customers in the current month:

   Determine from the respondent the amount of the refund appropriate for each quote. The refund may be prorated to the level of consumption or may be an identical sum for all customers. If the refund includes interest on the amount to be refunded, subtract the interest from the refund.

   Subtract the refund (the refund after subtracting interest) from the cost of the item and report the net price in Price.

b. When the refund is to be given to only certain customers (i.e., only those customers charged under a specific rate schedule):

   Determine which quotes for the outlet are eligible for the refund. For those quotes that are eligible for the refund, follow the procedure in Part a) above. For those quotes that are not eligible for the refund, follow normal pricing procedures and explain the circumstances on an SO-608A.

c. If the refund is to be paid over a number of months, determine the amount of the refund for each month. Follow the procedures in Parts a) and b) above during each collection period using the refund amount appropriate for that month.

d. If the refund is not subtracted from the customer's bill, but is paid as a separate check to the customer, report the regular price in Price and report the amount of the refund in a Field Message.

8. TRADE-INS

Because trade-ins vary greatly according to the age and condition of the item that is traded-in, they are not to be included in determining the price of an item. Report the regular cash price of the item without trade-in.

For certain items (e.g., tires and auto batteries), the price may be quoted as "with old battery trade-in." If a price is available without the trade-in, report that price. If no other price is available (i.e., all sales include a standardized uniform trade-in allowance), report the "with trade-in" price in Price and explain in Z99(ZZ99) that the reported price includes a standard trade-in allowance.

9. TRADING STAMPS

If a store offers trading stamps and offers a lower price if the trading stamps are not taken, report the lower price. Enter "price without stamps" in Z99(ZZ99).

10. CENTS OFF COUPONS

Coupons, except for store manufacturer's coupons present at the point of sale, are not to be included in determining the price of an item.

Some stores and manufacturers issue coupons at the point of sale, (i.e., attached to the product or the shelf, etc.), and are used by virtually all customers. These should be reported as sale prices. In such cases, report the price of the item after subtracting the value of the coupon in Price, circle **SALE** in Type of Price, and report the amount of the coupon in a Field Message.

Do not include coupons that are mailed-out or printed in newspapers and magazines in determining the price of an item.

11. TAXES

A sales tax is a tax levied by a governmental body on the sale of a commodity or service. Sales taxes may be known by a variety of names. The tax may be called simply a sales tax, but may also be known by such names as transaction tax, consumption tax, or use tax. Or, the tax may be identified with the name of the product on which the tax is levied such as admissions tax or parking tax. In addition, some municipalities levy special sales taxes that are given unique names.

However, the name that is given to the tax is not critical to the determination of the sales tax rate reported. For purposes of data collection, a sales tax is defined as any tax that is calculated as a percentage of the price of the item and is applied by the retailer. In most cases, the sales tax is added to the price at the time the item is purchased; but there are some items, such as movie admissions and parking, for which the sales tax is often included in the posted price.

Because sales tax rates differ among localities and among commodities and services, sales tax data must be collected for most items individually. Sales tax data are reported in the Sales Tax section of the checklist or pricing form. In general, the price reported for an item should be the price without sales tax and sales tax data should be reported in the Sales Tax section. However, there are exceptions in some ELIs in which the price reported should include all applicable taxes. Both the general case and the exceptions are discussed below.

The General Rule for Reporting Sales Tax

For items in most ELIs, the price of the item should be reported in Price without sales tax. In the Sales Tax section, the Field Representative indicates:

1) whether any sales tax is applicable to the item by circling the appropriate code in Applicable (either YES or NO);
2) that the sales tax is not included in the reported price of the item by circling the code NO in Included (In most circumstances, the sales tax can be determined separately from the price of the item; however, if the sales tax is included in the posted price for the item and cannot be separated, report the price of the item, including the sales tax, in Price and circle the code YES in Included.);
3) the rate of sales tax, if any sales tax is applicable, by entering it in Rate (If there is more than one sales tax rate applicable to the item, enter the total sales tax rate in Rate and a breakdown of the components of the total in Description.);[2]
4) any special circumstances regarding the sales tax in Description.

When there is a Message to Include All Taxes in Reported Price

There are some ELIs in which the price of the item should be reported with all applicable taxes included. The following message will be printed on the schedule for each affected quote: INCLUDE ALL APPLICABLE TAXES IN REPORTED PRICE.

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[2] The data element Rate in the Sales Tax section is ELI specific (i.e., Rate will not be used for all ELIs). If Rate is not printed in the Sales Tax section, tax rates will generally be included as specification elements.

When this message is received, the price of the item should be reported in Price with all applicable taxes included. Applicable taxes include sales tax and any other taxes levied on the item (regardless of whether the tax is calculated as a percentage of the price of the item). In the Sales Tax section, the Field Representative indicates:

1) whether any sales tax is applicable to the item by circling the appropriate code in Applicable (either YES or NO);

2) that the sales tax is included in the reported price of the item by circling the code YES in Included;

3) the rate of sales tax, if any sales tax is applicable, by entering it in Rate (If there is more than one sales tax rate applicable to the item, enter the total sales tax rate in Rate and a breakdown of the components of the total in Description.);[3]

4) any special circumstances regarding the sales tax in Description.

If Information on Tax is Unavailable or Unclear

If the required information on tax is unavailable or unclear, or if there is uncertainty as to whether a specific tax is applicable, explain the situation in a Field Message or in an SO-608A.

---

[3] See Footnote #2.

12. DELIVERY CHARGES

Items that are often delivered to the purchaser's home, such as furniture and appliances, contain delivery specification elements in their description. These specification elements are:

1 Delivered or not delivered, no extra charge for delivery
2 Not delivered, extra charge for delivery
99 Delivered, extra delivery charge of $______

When initiating a quote, if the outlet delivers the item free of charge, use the specification element "Delivered or not delivered, no extra charge for delivery."

If there is a charge for delivery, disaggregate between delivered and not delivered. If not delivered is selected, use the specification element "Not delivered, extra charge for delivery." If delivered is selected, use the specification element "Delivered, extra delivery charge of $_____."

If delivery is not offered, use the specification element "Not delivered, extra charge for delivery."

An increase or decrease in the extra delivery charge is to be treated as a change in a component price and the specification element may be changed in the current version.

A permanent change in delivery policy (e.g., when an outlet previously offering free delivery institutes delivery charges) is a modification to the current item and requires that a substitution be made. Substitute following the procedures described in Chapter 17, Substitutions. When the outlet begins a new policy of charging for delivery, disaggregate as noted above between delivered and not delivered to determine which specification element to use. (Use the equal probability method of disaggregation if sufficient sales data are not available.)

13. CHANGES IN DELIVERY AND ALTERATION CHARGES FOR ITEMS ON SALE

In some cases, an outlet may temporarily apply an extra charge for delivery or alterations when an item is offered at a sale price. When there is a temporary charge for delivery or alteration because the item is on sale, add this delivery or alteration charge to the price of the item and report the total in Price. Circle SALE in Type of Price and explain in a Field Message that a charge for delivery or alteration is added to the price of the item. If the delivery or alteration charge is not a flat fee, use the charge for the most recent item sold or the minimum alteration charge.

When the charge for delivery or alteration is a new and permanent policy, and the item is described with a delivery or alteration specification element, substitute following the procedures in Chapter 17, Substitutions.

14. FINANCE CHARGES

Do not include finance charges when determining the price of an item.

15. BACK PRICE

A back price is a price at which an item was offered sometime in the past. Back prices are to be reported only in the following situations:

1) when the Different Day data element is printed on the applicable Checklist or Pricing Form

2) when requested by the Washington Office

3) when reporting a price for quotes in ELI 66011, College Textbooks

16. FUTURE PRICE

Do not report future prices.

17. OVERLAP PRICE

There are two types of overlap prices: 1) an overlap price for the current item, and 2) an overlap price for the new item when a substitution has been made.

1) Current Overlap Price

The price of the current (or "old") item when a new item is introduced by substitution is called a current overlap price. The current overlap price is the price of the current item in the current collection period. A current overlap price is recorded in Price on the Pricing Form.

2) Previous Overlap Price

The previous overlap price is the price of the new item in the previous collection period. A previous overlap price may be reported for the new item on the checklist if the applicable checklist contains a Previous Period Price and Price Adjunct section. (See Chapter 6, The ELI Checklist, for instructions in completing the Previous Period data elements.)

18. MULTIPLE UNIT PRICE

When an item is sold at different prices depending on the number of units purchased, report the price and quantity for the lowest number greater than one that is offered. A quantity greater than one may only be reported for items in ELI/Clusters for which the Quantity data element is printed on the Checklist and Pricing Form. Thus, this rule applies only to items in ELI/Clusters for which the Quantity data element is printed.

19. PRICE REDUCTION TO ZERO (FREE ITEMS)

Items that are free are not eligible for initiation.[4] However, an item that was initiated with a price greater than zero may have its price temporarily reduced to zero. A price reduction to zero might result from an effort to stimulate business or in order to deal more effectively with competition. Examples of ELIs in which this practice has occurred are: Community Antenna or Cable TV (27031), Parking Fees (52053), Intracity Mass Transit (53031), and Checking Accounts and Special Check Services (68022). The practice may extend to other ELIs as well.

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[4] See Chapter 4, Meeting The Eligibility Rules - Items At Initiation, Rule #7.

When the price of an item is temporarily reduced to zero, enter a price of .001 in Price. (This will allow the computer to handle subsequent price changes; whereas, if a zero price were entered in Price, such a capability would not exist.) In addition, explain the situation in a Field Message or on an SO-608A. For example, if metered parking is made temporarily free to encourage shopping, report .001 in Price and enter "Free parking to encourage business" in a Field Message.

If the price of an item is permanently reduced to zero, follow the normal substitution procedures described in Chapter 17, Substitutions, report an overlap price for the current item of .001, and explain the situation in a Field Message or on an SO-608A.

If an item is no longer available for sale in an outlet, or if a service no longer exists or is no longer required, and is not expected to return (i.e., the item is permanently unavailable), follow the normal substitution procedures but do not report a zero overlap price for the item.

This concept also applies to the termination of required fees. For example, if a state discontinues Vehicle Inspection, ELI 52014, (i.e., vehicle inspection is no longer required by the state), the Field Representative would not report a price of .001. In this example, following substitution and reinitiation procedures, the Field Representative would delete the quote on the basis that state required vehicle inspection, the only item in ELI 52014, no longer exists and therefore neither substitution nor reinitiation is possible.

20. ITEMS NOT REMARKED WHEN PRICE CHANGES

Some outlets, particularly supermarkets, have a policy of not remarking items that are already on the shelf when a price change has been instituted on new merchandise. In such cases, ask the respondent which price the consumer would be charged and report that price. If the respondent indicates that price charged would depend on the exact item brought to the register, report the lowest price at which the item is offered.

21. PRICING FROM RATE SCHEDULES

Prices for quotes in the following ELI categories are obtained from rate schedules:

ELI Number and Title	
26021	Utility Natural Gas Service
27011	Telephone Service, Local Charges
27021	Residential Water and Sewer Service
27051	Interstate Telephone Service
27061	Intrastate Telephone Service
72601	Utility Natural Gas, 40 Therms
72611	Utility Natural Gas, 100 Therms

When pricing from rate schedules, the reported price should reflect the rate schedule that is in effect as of the pricing date (i.e., the rate schedule that is used to determine the charge for consumption or service on the pricing date).

The rate schedule that is to be used in pricing is not necessarily the rate schedule that the outlet uses in rendering bills as of the pricing date. For example, water and sewer bills may be rendered in January, April, July, and October. A new rate schedule is put into effect on April 15, and April 15 is also the pricing date. Bills that are rendered in April, covering consumption for January, February, and March, are based on the rate schedule dated January 15. The new rate schedule will first be used in rendering bills in July which will cover consumption for April, May, and June. The charge for consumption on April 15 will be based on the April 15 rate schedule. In this example, therefore, the price of water and sewer service for April 15 would be computed from the April 15 rate schedule.

22. COST PLUS PRICING

Procedures for determining the price of an item in outlets that apply a percentage mark-up to the shelf price of an item based on the total amount purchased in the outlet are discussed in Appendix H.

CHAPTER 11. MEETING THE ELIGIBILITY RULES - ITEMS AT PRICING

A. ITEM ELIGIBILITY AT PRICING

B. A LIST OF INELIGIBLE ITEMS

SUMMARY OF RULES:

1. The item must be part of the assigned ELI.

   Exceptions:

   a) Truncated Items

   b) Preselected Clusters

2. The item must be unique.

3. The item must be available in saleable quantity.

   Exceptions:

   a) Food Items

   b) Motor Fuels

   c) Special Order Items

4. The outlet must expect that it will continue to sell the item.

   Exceptions:

   Seasonal Items

5. The item must be regular merchandise.

6. The item must be in good condition.

7. The item must be up-to-date merchandise.

CHAPTER 11. MEETING THE ELIGIBILITY RULES - ITEMS AT PRICING

All of the items priced in the CPI must satisfy each of the following eligibility rules. The rules in this chapter define eligibility for items during pricing. The rules that define eligibility for items during initiation are listed in Chapter 4, Meeting The Eligibility Rules - Items at Initiation.

A. ITEM ELIGIBILITY AT PRICING

1. The item must be part of the assigned ELI.

An item is part of an ELI if it meets the ELI definition provided by the Washington Office. The ELI definition can be found on the 'back' of the checklist.[1]

There are two exceptions to this definition:

a) The item must not have been 'truncated.' A truncated item is an item that meets the ELI definition but, because of pricing problems, is declared ineligible by the Washington Office for initiation in the index. Truncated items are listed along with the ELI definition on the back of the checklist under the headings: 'Excludes,' 'Included in the ELI but excluded from pricing,' or 'Truncated.'

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[1] The checklist (Form 3400B) is described in Chapter 6, The ELI Checklist.

b) There are some ELIs in which the Washington Office preselects clusters[2] for initiation (i.e., the Washington Office assigns an ELI and a specific cluster within that ELI for initiation). The item priced must be a member of this cluster. All other items in the ELI are to be excluded.

Determining the Appropriate ELI

An item can be a member of only one ELI in a specified outlet. ELI categories are defined with the intent of making the categories mutually exclusive. However, in some outlets, the appropriate ELI for an item may not be immediately clear. For example, an outlet may sell a specific type of jacket to both men and women. The appropriate ELI (ELI 38011, Women's Coats and Jackets or ELI 36013, Men's Coats and Jackets) can be determined only after consulting the ELI definitions and the respondent.

If, after consulting the respondent, there is doubt as to the appropriate ELI to which an item should be assigned, the field representative should ask Regional Office staff for assistance. If the appropriate ELI still cannot be determined, an SO-608A should be sent to the Washington Office explaining the situation.[3]

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[2] A cluster is a subcategory of an ELI. Cluster is defined in Chapter 2, Initiation.

[3] The SO-608A is a means of communication between the field and the Washington Office. Its use is described fully in Chapter 19, Communications.

Sets of Dissimilar Merchandise

Items that are sold in sets of dissimilar merchandise (for example, as a dresser, bed, and table might be sold as components in a bedroom furniture set) are not eligible for pricing unless specifically provided for on the checklist. The individual items are eligible for pricing if sold separately.

2. The item must be unique.

An item is unique if it is a member of a group of items in which no item in the group differs from any other item in the group in either price or price determining characteristics.

3. The item must be available in saleable quantity.

An item is in saleable quantity if that item is stocked in sufficient supply to meet the normal sales demand for the outlet. Thus, the precise definition of saleable quantity will depend on the outlet and will require consultation with the respondent. Where saleable quantity in an outlet with low sales volume of an item might mean one or several of the item, saleable quantity in an outlet with a high sales volume of the item would be a number significantly greater. A service item is in saleable quantity if the outlet is willing to provide the exact service described in the specification.

Special cases of the saleable quantity rule

a) Saleable quantity for food items not on the shelf:

- A food at home item (i.e., an item that is a member of an ELI contained in EC 1 through EC 18) is in saleable quantity if the item was offered for sale, or will be offered for sale, at any time during the specific day that the field representative is pricing. A food item is in saleable quantity if the item is normally stocked in the outlet and is available from the outlet warehouse.

- A food item that is eligible for Different Day pricing is in saleable quantity if the item was offered for sale at any time during the seven calendar day period immediately preceding the date that the Field Representative is pricing. (See the discussion in "Different Day," Chapter 9, Pricing The Current Item.)

b) Saleable quantity for motor fuels:

An item in Motor Fuels (ELI 47011) is in saleable quantity if the item was sold or will be sold at any time during the day the Field Representative is pricing.

c) **Eligibility of Special Order Items:**

Special Order Items are items that are sold on a custom, or made-to-order, basis. In general, Special Order Items that are one-time, one-of-a-kind purchases are not eligible for pricing.

There are several important exceptions to this special order rule and to the saleable quantity rule. The special order and saleable quantity rules do not apply to:

i) catalog outlets where all items are ordered but are available from a warehouse and are available for continuous pricing.

ii) items available from a warehouse and items with a representative model in the outlet.

iii) new cars, furniture, custom drapes and shades, and custom fresh cakes. Because ordering an automobile to obtain the desired option packages, ordering furniture, drapes and shades in specific fabrics, and ordering fresh cakes for specific occasions is the standard selling practice for these items, they are considered to be in saleable quantity if the item can be ordered.

4. The outlet must expect that it will continue to sell the item.

The outlet must expect that it will be offering the item for sale when the field representative is scheduled to return to the outlet to price the item the next collection period.

Seasonal items that have reached the end of their season and will not be available next collection period are eligible for pricing if the item, or an appropriate substitute for the item, is expected to be available the next season.[4]

Items available in the outlet on only a temporary basis, that is, items that the outlet intends to discontinue, are not eligible for pricing.

5. The item must be regular merchandise.

An item is considered to be regular merchandise if the outlet normally sells the item. The quality of an item is not relevant to determining its eligibility. "Seconds" and "irregulars" are considered regular merchandise and therefore eligible for pricing if the outlet normally sells such goods. "Seconds" and "irregulars" are commonly found in apparel and other textile outlets. Similarly, day old bread and overripe fruit, when sold on a regular basis in an outlet, are regular merchandise.

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[4] Seasonal items are treated in Section III, Seasonal Items.

However, odd lots, job lots, and items classified as surplus are not regular merchandise and are not eligible for pricing. These groups of items may be characterized by miscellaneous merchandise that usually lacks uniformity and is sold with little expectation that the merchandise will be available in the future.

6. The item must be in good condition.

Items that are damaged, shopworn, soiled or distressed are not in good condition.

Secondhand (used) items are not eligible for pricing. However, rebuilt parts may be eligible in certain service ELI categories (the checklist for these ELIs will specify eligibility).

7. The item must be up-to-date merchandise.

What constitutes up-to-date merchandise will depend on the type of commodity or service and on the specific outlet. In general, merchandise is up-to-date if the outlet has sold it at any time within the past year and intends to continue selling it in the future.

More specifically:

- Durable goods (e.g., furniture, appliances, televisions, etc.) are up-to-date if they have been ordered within the past year.

- The up-to-date item in New Cars (ELI 45011), New Trucks (ELI 45021), and New Motorcycles (ELI 45031) is the model year that represents 50 percent or more of the total dollar sales of the old and new model.

  For items in all other ELI categories with periodic model changes, the latest model carried by the outlet is the up-to-date merchandise.

- Apparel items are up-to-date if they are this year's stock as designated by the outlet.

- Service items are up-to-date if any service in the cluster (a subcategory of the ELI) in which that service belongs has been performed within the past year.[5] This means that, when considering a service ELI, all members of a cluster are up-to-date if any service within that cluster has been performed within the past year. The outlet must be willing to provide the exact service described in the specification in order for a price to be reported. (Note: if the specific service selected in the disaggregation process has not been performed within the past year, the field representative should price the item but also send an SO-608A detailing when the service was last performed and whether the outlet expects to perform it in the future.)

Out-of-date and antique items are not eligible for pricing.

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[5] For an ELI that contains only one cluster this rule would read: service items are up-to-date if any service in the ELI in which that service belongs has been performed within the past year.

B. A LIST OF INELIGIBLE ITEMS

The following is a list of the types of items that do not satisfy the item eligibility rules for pricing and, therefore, are ineligible for pricing:

1. Truncated Items (Rule 1)
2. Sets of Dissimilar Items Unless Provided for on Checklist (Rule 1)
3. One-time Special Order Purchases (Rule 3)
4. One-of-a-kind Items (e.g., original paintings) (Rule 3)
5. Discontinued Items (Rule 4)
6. Odd Lots (Rule 5)
7. Job Lots (Rule 5)
8. Merchandise Classified as Surplus (Rule 5)
9. Second Hand (Used) Items (Rule 6)
10. Damaged or Distressed Items (Rule 6)
11. Shopworn or Soiled Items (Rule 6)
12. Out-of-date Items (Rule 7)
13. Antiques (Rule 7)

CHAPTER 12. COMPONENT PRICING

A. INTRODUCTION

B. 70- AND 80- SERIES SPECIFICATION ELEMENTS

C. COMPONENTS ON THE CHECKLIST

D. COMPONENT PRICING ON THE PRICING FORM

E. COMPONENT CHANGES AND SPECIFICATION CORRECTIONS

CHAPTER 12. COMPONENT PRICING

A. INTRODUCTION

In some ELI categories, the total price of the item may be divided into components within the specification. Component specification elements are used to calculate the total price of the item. These elements are identified as 70- or 80- series element codes. Component elements are usually numeric values (price, quantity, or percentage). Each component element can also have text, description or explanation of the numerical value.

The format of the pricing form for component ELIs will differ from the regular pricing form only in the specification section (for a description of the "Pricing Form," refer to Chapter 8, The Pricing Schedule). The pricing form will have a separate line for the text and three columns for the numeric value.

There are special procedures for reporting components in the checklist and pricing form (for a description of the "Checklist," refer to Chapter 6, The ELI Checklist, for a description of the "Pricing Form," refer to Chapter 8, The Pricing Schedule).

Components have special rules for correcting and changing specification elements. The text and numeric value of a component are changed or corrected in the specification list on the pricing form.

For EC 19, Food Away From Home, the term component takes on a different meaning. In this case the term component means a part of a meal (i.e., a vegetable, a beverage, etc.). When using these components, follow the instructions on the back of the checklist.

B. 70- and 80- Series Specification Elements

Each component will have either a 70-or 80-series specification element code. A 70-series specification element describes an individual component of the item (e.g., the price of a radio in an automobile or the number of hours of labor to perform a service). An 80-series specification element is a subtotal or total of components of the item (e.g., the total price of options on an automobile).

Numeric Value and Text

Each 70- and 80-series specification element can have both a numeric value and a text to describe the component. The numeric value is used in the calculation of the total price. The text explains or provides more information about the component. For example:

		PREVIOUS VALUE	CHANGE
AC79	PER UNIT CCF	.6162	

Report numeric values in whole numbers without dollar signs ($), percent signs (%), or commas (,). Each numeric value can have seven digits to the right of the decimal and five to the left. Negative values can also be reported by putting a minus sign (-) before the value.

Report prices in dollars and cents if $1.00 or more (e.g., 1.00, 2.95, 1395.04).

Report prices of under $1.00 as decimals only (e.g., .61, .2643, .50).

Report percentages as whole numbers with decimals if necessary (e.g., 5% as 5, 5 1/2% as 5.5).

Report negative numbers with a minus sign before the value (e.g., -.612, -45.00)

The following is an example of a component with only a numeric value:

		PREVIOUS VALUE	CHANGE	CORRECTION
CA89	PGA	-1.67		

Some component elements require a text in addition to the numeric value. The text is an alphanumeric description of the component. For example:

		PREVIOUS VALUE	CHANGE	CORRECTION
AC79	PER UNIT CCF	.6162		

____

There is a 35 alphanumeric character limit to the text. Any alphanumeric character can be used in the text.

C. Components On The Checklist

70- and 80-series specification elements are printed within the specification section by letter then by number. When a component specification element is included in the specification, enter the element in the following manner:

1) Circle the specification element code.
2) Enter the appropriate information in the line provided in the following order: first the text, followed by a double slash mark (//), then the numeric value.

EXAMPLE

AC79 PER UNIT $ CCF // .6162

Always enter the double slash mark. The mark divides the text from the numeric value. This makes it easier for the data entry staff in the Washington Office to distinguish the text from the numeric value. If there is only a numeric value and no text, place the double slash before the numeric value. For example:

DIVIDEND
EK79 Dollar value,
$ // 69.00

If the numeric value cannot be reported and there is only text, place the double slash mark after the text. For example:

AC79 PER UNIT $ CCF //

Note: Always leave some space between the double slash mark and the text and/or the numeric value, so the double slash mark is easy to distinguish.

When entering a price for the numeric value, do not enter a

When entering a price for the numeric value, do not enter a dollar sign. Enter only dollars and cents (e.g., 69 dollars is 69.00).

When entering a percent for the numeric value, enter the percent as a whole number (e.g., 5 percent is 5, not .05). Do not use a percent sign.

D. Component Pricing On The Pricing Form.

1. The Pricing Form

On pages 6 and 7 is an example of how a pricing form will normally look for an ELI with components in the specification.[1]

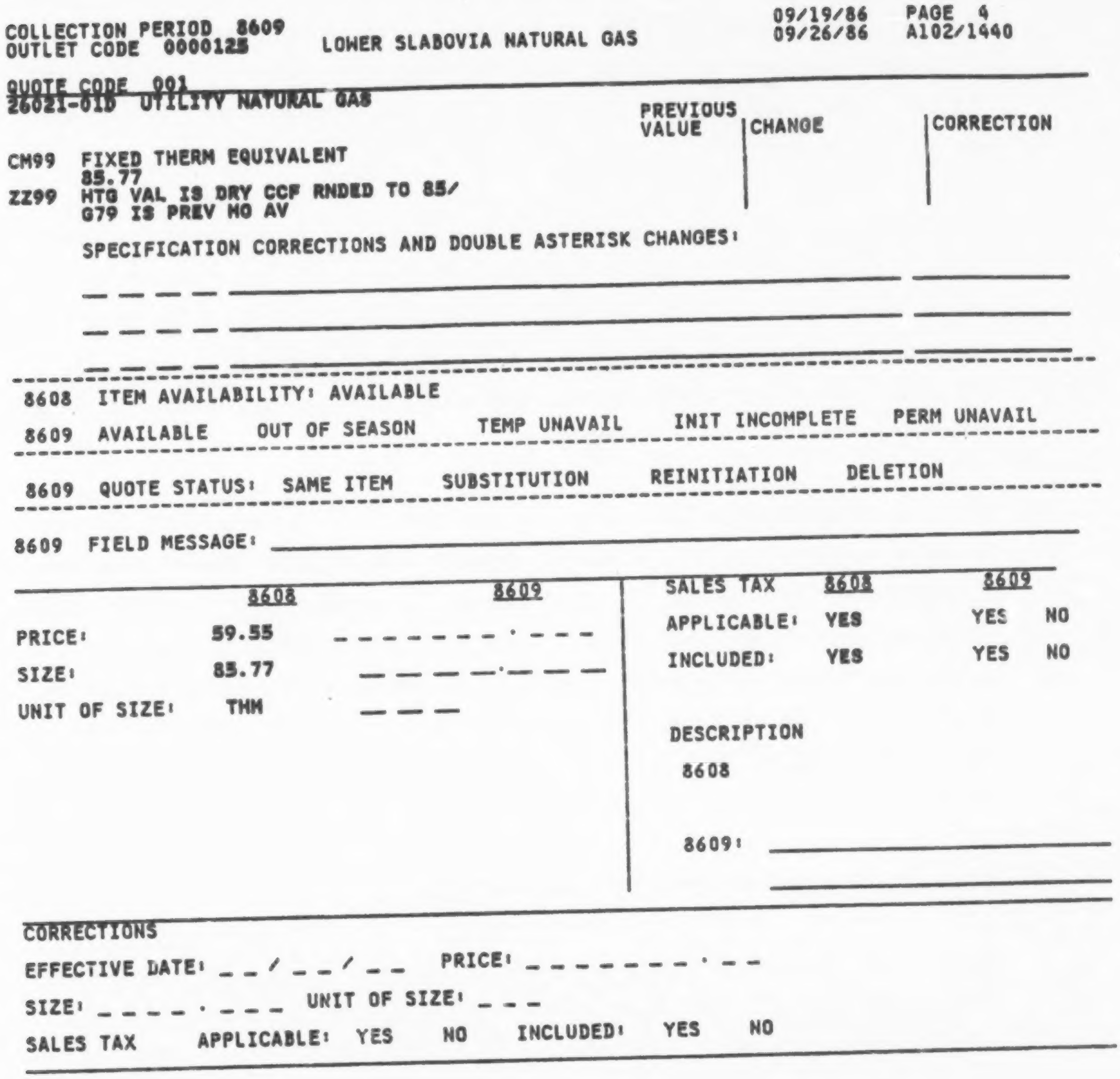
The pricing form for ELIs with components differs from the regular pricing form only in the specification section. The major difference is that the pricing form for ELIs with components has three columns to the right of the list of specification elements to report the numeric value of the component.

The column to the left is the 'Previous Value' column. This column will contain only a preprinted numeric value. The numeric value in the 'Previous Value' column is the numeric value reported for the component in the previous collection. Never report a numeric value in the 'Previous Value' column.

---

[1] The exception to this format is when the text and numeric value cannot be separated and both will appear in the area where only the text should appear. This will be described in more detail later in Part D.

```
COLLECTION PERIOD  8609                                               09/19/86   PAGE  3
OUTLET CODE  0000125      LOWER SLABOVIA NATURAL GAS                  09/26/86   A102/1440

QUOTE CODE  002
--------------------------------------------------------------------------------------------
ARRANGING CODE: 004      RESPONDENT:

                         LOCATION:
--------------------------------------------------------------------------------------------
MESSAGES: COMMODITY: VERIFY STATE SALES TAX RATE
              OTHER: INCLUDE ALL APPLICABLE TAXES IN REPORTED PRICE
--------------------------------------------------------------------------------------------
8608  SEASONAL: NO        IN-SEASON:  YEAR-ROUND

8609           YES  NO       JAN  FEB  MAR  APR  MAY  JUN  JUL  AUG  SEP  OCT  NOV  DEC
--------------------------------------------------------------------------------------------
26021-01D  UTILITY NATURAL GAS
                                                       PREVIOUS
                                                       VALUE    |CHANGE        |CORRECTION
A97   CCF CONSUMED ORIGINALLY (DO NOT CHANGE)                   |              |
      85                                                        |              |

B77   CURRENT ADJUSTED CCF CONSUMED                      84.92  |______________|______________
C5    USER RATE SCHEDULE: GENERAL RESIDENTIAL                   |              |
E99   ** EFFECTIVE DATE OF CURRENT RATE SCHEDULE                |              |
      01/20/84                                                  |              |
F99   ORIGINAL BTU'S PER CF (DO NOT CHANGE)                     |              |
      1009                                                      |              |

G79   CURRENT HEATING VALUE IN BTU'S PER CU FT            1010  |______________|______________

H79   FACTOR USED TO ADJUST CONSUMPTION                   .990  |______________|______________
I3    ** RATE SEASON USED IN PRICING: YEAR ROUND                |              |
L99   CITY AND STATE PRICED                                     |              |
      GREENFIELD, SL                                            |              |

M79   SERVICE CHARGE                                      6.00  |______________|______________

N79   PGA CREDIT PER UNIT OF CONSUMPTION                -.0196  |______________|______________

P79   TOTAL CREDIT PER UNIT OF CONSUMPTION              - 1.67  |______________|______________

W1    NO DISCOUNT FOR QUICK DELIVERY                            |              |

AA79  TOTAL CONSUMPTION (AMOUNT PRICED)                     85  |______________|______________
      CCF                                                       |              |

      _____________________________                             |              |

AB79  UNITS IN FIRST RATE BLOCK                          15000  |______________|______________
      1 ST CU FT                                                |              |

      _____________________________                             |              |

AC79  PER UNIT                                           .6162  |______________|______________
      CCF                                                       |              |

      _____________________________                             |              |

AD89  SUBTOTAL                                           52.38  |______________|______________

AS89  TOTAL BASE BILL                                    52.38  |______________|______________

AT79  STATE SALES TAX RATE, %                             5.00  |______________|______________

AU79  STATE SALES TAX AMOUNT                              2.84  |______________|______________

BW89  TOTAL TAXES                                         2.84  |______________|______________

BX89  BASE CHARGE                                        52.38  |______________|______________

BY89  SERVICE CHARGE                                      6.00  |______________|______________

CA89  PGA                                               - 1.67  |______________|______________

CF89  SUBTOTAL                                           56.71  |______________|______________

CG89  TAXES                                               2.84  |______________|______________

CH89  TOTAL (REPORT IN PRICE)                            59.55  |______________|______________
```



COLLECTION PERIOD 8609
OUTLET CODE 0000125 LOWER SLABOVIA NATURAL GAS
09/19/86 PAGE 4
09/26/86 A102/1440

QUOTE CODE 001
26021-01D UTILITY NATURAL GAS

		PREVIOUS VALUE	CHANGE	CORRECTION
CM99	FIXED THERM EQUIVALENT 85.77			
ZZ99	HTG VAL IS DRY CCF RNDED TO 85/ G79 IS PREV MO AV			

SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES:

_ _ _ _ ________________________ ________
_ _ _ _ ________________________ ________
_ _ _ _ ________________________ ________

8608 ITEM AVAILABILITY: AVAILABLE

8609 AVAILABLE OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE PERM UNAVAIL

8609 QUOTE STATUS: SAME ITEM SUBSTITUTION REINITIATION DELETION

8609 FIELD MESSAGE: ____________________________

	8608	8609
PRICE:	59.55	_ _ _ _ _ _ _ . _ _ _
SIZE:	85.77	_ _ _ _ . _ _ _
UNIT OF SIZE:	THM	_ _ _

SALES TAX	8608	8609
APPLICABLE:	YES	YES NO
INCLUDED:	YES	YES NO

DESCRIPTION
8608

8609: ____________________________
____

CORRECTIONS
EFFECTIVE DATE: _ _ / _ _ / _ _ PRICE: _ _ _ _ _ _ _ . _ _
SIZE: _ _ _ _ . _ _ _ UNIT OF SIZE: _ _ _
SALES TAX APPLICABLE: YES NO INCLUDED: YES NO

The middle column is the 'Change' column. This column will always be blank when the pricing form is received by the Field Representative. Enter a numeric value in the 'Change' column when the current numeric value is different from the reported numeric value from the previous collection period.

The column on the far right is the 'Correction' column. This column will always be blank when the pricing form is received by the Field Representative. Enter a numeric value in the 'Correction' column only when there is a mistake in the preprinted reported numeric value for the previous collection period(s).

When a component is listed in the specification, there always will be; 1) a blank space above the specification element and 2) a horizontal line through the 'Change' and 'Correction' columns. If there is, or possibly can be, a complementary component specification element (described in Part E of this chapter) for a particular specification category, there will also be four blank spaces to the left of the listed specification element.

2. **Pricing the component specification.**

When the Field Representative receives the pricing form, the text and/or the numeric value will be printed for each component element listed in the specification. The text will be printed directly underneath the specification element title. The numeric value reported in the previous collection period will be preprinted in the 'Previous Value' column.

There is also a possibility that the text and numeric value will be placed together where normally only the text should be. This situation could occur either the first time the item is priced or the first collection period after a checklist has been completed because the data entry in Washington did not separate the elements. For example:

		PREVIOUS VALUE	CHANGE	CORRECTION
AB79	UNITS IN FIRST RATE BLOCK 1 ST CU FT 15000			

3. How to Price a Component

Pricing a component refers to reporting the correct text and/or numeric value for each component of the item.

A. The Text

When the text of the component price was reported correctly in the previous collection period, do nothing. If there was a mistake in reporting the text in the previous collection period; line through the text, then rewrite the text in the line underneath the text. For example:

AC79 PER UNIT
~~CCR~~
CCF

B. The Numeric Value

1. The Numeric Value is Correct and Unchanged.

When the numeric value was correctly reported and has not changed since the previous collection period; circle the numeric value in the 'Previous' column. For example:

		PREVIOUS VALUE	CHANGE	CORRECTION
M79	Service Charge	[✓ 6.00]		

2. The Numeric Value Changes.

When there is a new numeric value for the current collection period, line through the preprinted numeric value in 'Previous Value' column and enter the new numeric value in the 'Change' column. For example:

	PREVIOUS VALUE	CHANGE	CORRECTION
M79 Service Charge	~~6.00~~	6.25	

3. The Numeric Value is Incorrect.

When the numeric value was incorrectly reported in a previous collection period:

1) Enter the correct numeric value for the previous collection period in the 'Corrections' column.

2) Enter the effective date of the error in the Corrections section at the bottom of the pricing form and explain it in a field message. If more than one component must be corrected, do one of the following:

   a) if all the errors have the same effective date, enter the effective date in the Corrections box and explain every correction in a field message. Or,

   b) if the effective dates are different, enter the earliest effective date in the Corrections box and enter all other effective dates in a field message. Explain every correction in a field message.

3) Enter the numeric value for the current collection period by a) circling the preprinted value in the 'Previous Value' column if the value is unchanged, or b) writing the new value in the 'Change' column if the value has changed.

Example:

	PREVIOUS VALUE	CHANGE	CORRECTION
M79 Service Charge	~~6.00~~	6.25	6.10

C. **When the Text and Numeric Value are preprinted together.**

If the text and numeric value are printed together where normally only the text prints, they must be separated. To separate:

1) Line through both the preprinted text and numeric value.

2) Enter the correct text on the blank line underneath the preprinted information.

3) Enter the correct numeric value for the current collection period in the 'Change' column. If the numeric value for the previous collection was incorrectly reported, enter the correct value in the 'Correction' column.

Here is an example when the text and numeric value are together and correct:

	PREVIOUS VALUE	CHANGE	CORRECTION
AB79 UNITS IN FIRST RATE BLOCK ~~1 ST CU FT 15000~~ 1ST CU FT		15000	

E. COMPONENT CHANGES AND SPECIFICATION CORRECTIONS

Most of the time, component specification elements will follow the rules for when to substitute and when to make a specification change (the rules for 'Substitution' are in Chapter 17, Substitutions, and the rules for 'Specification Corrections' are in Chapter 16, Specification Corrections and Double Asterisk Changes). This section will show the exception to these rules and how to use the Specification Corrections and Double Asterisk Changes field on the pricing form that contains components.

1. The Complementary Component

Two ELIs, 45011 and 45021, will have complementary component specification elements in their specification. A complementary component specification element is a component specification element which states that a certain part of an automobile or truck is optional. If a part of an automobile is standard, its price is zero because it is part of the base price of the automobile. If the same part becomes an option, then that part has its own component price. The specification has changed but the item has not changed. Because the item is the same, the complementary component specification element can change in either direction (to optional or to standard) without having to make a substitution.

Complementary component specification elements will appear on the pricing form in the following manner:

		PREVIOUS VALUE	CHANGE	CORRECTION
- - - -	M79 A/C IS OPTIONAL, AT A CHARGE OF	750.00		
- - - -	AB71 TIRES ARE STANDARD EQUIPMENT			

When a complementary specification element is part of the specification, there will be four spaces to the left of the listed specification. In nearly all cases, the standard element will have a 71 and the optional a 79 for the specification element number. The standard element will not have a numeric value preprinted in the 'Previous Column' because its numeric value is zero.

Price the optional element in the same manner as any other component. Do not enter a price for the standard element.

The procedures for changing complementary specifications are as follows:

1) Going from Standard to Optional.

   If the auto or truck part on the specification changes from standard to optional equipment:

   1) Line through the listed specification element.

   2) Enter the specification element code for the optional complementary component in the four spaces to the left starting with the extreme left space.

   3) Enter any text, if needed, on the blank space underneath.

   4) Enter the price of the component part in the 'Change' column.

Example:

	PREVIOUS VALUE	CHANGE	CORREC
M79 _ ~~M71~~ A/C IS STANDARD EQUIPMENT		750.00	

2) Going from Optional to Standard.

   If the auto or truck part on the specification changes from optional to standard equipment:

   1) Line through the listed specification element and the preprinted price in the 'Previous Value' column.

   2) Enter the specification element code for the standard complementary component in the four spaces to the left starting with the extreme left space.

Example:

	PREVIOUS VALUE	CHANGE	CORREC
M71 _ ~~M79~~ A/C IS OPTIONAL, AT A CHARGE OF	~~750.00~~		

2. **The Specification Corrections and Double Asterisk Changes Section.**

The Specification Corrections and Double Asterisk Changes section on a pricing form for ELIs containing components looks as the following:

SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES

_ _ _ _ ____ ______________
_ _ _ _ ____ ______________
_ _ _ _ ____ ______________

It looks just like the usual pricing form except for the extra line on the right side. This line is for entering only the numeric value of any component specification element.

The situations which require the Specification Corrections and Double Asterisk Changes section differ for component and non-component specification elements.

a) Component Specification Elements:

Use this section to add or delete component specification elements (changing or correcting a component specification element is done within the specification element).

b) Non-Component Specification Elements:

Refer to Chapter 16, Specification Corrections and Double Asterisk Changes, for situations for adding, deleting, and changing non-component specification elements.

If any specification corrections have to be made, follow the procedures in Chapter 16. The only exception for component specification elements is that the numeric value goes in the space on the right. For example:

SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES

E2		
BW89	Total taxes	2.84

CHAPTER 13. STANDARD CODES AND MESSAGES

A. INTRODUCTION

B. INTERVIEW CODES

C. STANDARD FIELD MESSAGES

D. STANDARD COMMODITY MESSAGES

E. SYSTEM GENERATED MESSAGES

CHAPTER 13. STANDARD CODES AND MESSAGES

A. INTRODUCTION

The standard interview codes and standard field and commodity messages were devised to save time and effort in the completion and review of schedules. They are a concise way of stating often used messages both for the Field Representative and Washington Office. This chapter provides the definitions for each of the standard codes and messages. A summary of these standard codes and messages for reference is printed on the SO-616, Pricing Codes Sheet.

When pricing is completed at an outlet, a two-digit standard interview code must be entered on the pricing schedule facesheet to indicate the status of price collection at the outlet. Similarly, during initiation a standard interview code must be entered on the initiation facesheet.

Standard field messages are provided for use by the Field Representative for a variety of purposes. Standard field messages may be used, for example, to verify a change in price, quantity, or size, or to alert the Washington Office that an SO-608A with information on a specific quote has been sent to Washington.

To use a standard message, enter the message code and any required additional information or explanation in the Field Message data element. For example, to verify that a reported price change is due to increased labor costs, the Field Representative might record:

8601 FIELD MESSAGE: F3 New labor contract

Or, to indicate that the unique item is offered for sale in the outlet with a bonus of two additional ounces of the same item, the Field Representative might record:

8601 FIELD MESSAGE: F 7 Additional 2 OZ SAME item

The use of standard messages does not preclude the inclusion of additional information in the message and, in fact, some standard messages require additional information. If there is not enough space in the Field Message data element to provide the additional detail required, complete an SO-608A.

When more than one standard message is entered, separate the messages with a comma.

Standard commodity messages are entered by the Washington Office. Standard commodity messages may be used, for example, to direct the Field Representative to verify a price change or a reported specification element, to complete missing specification elements, or to explain a reported tax rate change.

A standard commodity message is relayed from the Washington Office in the Commodity Message field on the pricing form. Only the message code and any required additional information or explanation is printed.

B. Interview Codes

11 - **Action taken on at least one quote; Field Representative can return to the outlet.**

Use this code when the outlet has been contacted and an Item Availability Code has been entered on at least one quote in the outlet.

12 - **No quotes available. (CANCELS OUTLET)**

Use this code if the outlet does not sell any items that satisfy the item eligibility rules. (See Chapter 4, Meeting The Eligibility Rules - Items at Initiation, or Chapter 11, Meeting The Eligibility Rules - Items at Pricing, as appropriate.) Do not use this code if an item is temporarily unavailable. Use of this code cancels the outlet.

19 - **Unable to price during the pricing period.**

Use this code when no information is entered in the current collection period for any of the quotes in the outlet, but it is expected that pricing can resume in the outlet in the future. (Use Interview Code 23 if the outlet is seasonal and closed for its out-of-season months.)

Examples of the use of this code include:

1. a store closed for vacation
2. respondent unavailable during the pricing period
3. Field Representative unable to contact the outlet during the pricing period
4. when waiting for a response from Washington concerning whether or not to continue pricing in a outlet.

Use this code for outlets that have gone out-of-business if the Field Representative has knowledge that another business will occupy the same location in 6 months or less.

No other data will be entered in the Washington Office for schedules coded 19.

21 - **Refusal.** Enter only after contacting the Regional Office. (CANCELS OUTLET)

Use this code when the respondent refuses to cooperate or refuses to provide accurate price data. A refusal must be explained in the Outlet Message data element on the schedule facesheet or in an SO-608A. The explanation must include the reason given by the respondent for the refusal. Use of this code cancels the outlet.

USE THIS CODE ONLY AFTER CONTACTING THE REGIONAL OFFICE.

22 - **Out-of-business.** Enter only after contacting the Regional Office. (CANCELS OUTLET)

a) Use this code during initiation when both of the following conditions apply:

   1) The outlet is closed and has not relocated; and

   2) A new firm that offers any items in the assigned ELIs has not opened in the same location.

   (See Chapter 2, Part D, "Problems With Assigned Outlets," for more complete instructions.)

b) Use this code during pricing when both of the following conditions apply:

   1) The outlet is closed and has not relocated; and

   2) A new firm that offers any items in the assigned ELIs has not opened in the same location during the six month waiting period. (During the six month waiting period, enter Interview Code 19.)

   (See Chapter 9, Part D, "Changes in Outlet Status," for more complete instructions.)

Use of this code cancels the outlet.

USE THIS CODE ONLY AFTER CONTACTING THE REGIONAL OFFICE.

23 - Seasonal outlet.

Use this code when a seasonal outlet is closed for its out-of-season months.

24 - Unable to locate. Enter only after contacting the Regional Office. (CANCELS OUTLET)

Use this code when the outlet cannot be located. (See Chapter 2, Initiation, for procedures on identifying outlets and their locations.) Use of this code cancels the outlet.

USE THIS CODE ONLY AFTER CONTACTING THE REGIONAL OFFICE.

25 - Outside of pricing area. Enter only after contacting the Regional Office. (CANCELS OUTLET)

Use this code when the outlet fails to meet the outlet eligibility rule governing distance limitations. The rule and its exceptions are defined in Chapter 3, Rule 5, Meeting The Eligibility Rules - Outlets at Initiation/Pricing. Use of this code cancels the outlet.

USE THIS CODE ONLY AFTER CONTACTING THE REGIONAL OFFICE.

26 - **Outlet has moved. Enter only after contacting the Regional Office and after Washington Office approval. (CANCELS OUTLET)**

During initiation, if the outlet is not at the location listed on the initiation facesheet, refer to Chapter 2, Part D, "Problems With Assigned Outlets," for instruction. During pricing, if the outlet is not at the location listed on the pricing facesheet, refer to Chapter 9, Part D, "Changes In Outlet Status." Use Interview Code 26 only after contacting the Regional Office and receiving approval from the Washington Office on an SO-608A. The SO-608A should include: how far the outlet has moved, whether or not you think the clientele will follow the outlet, and any other available information about the move or the reason for the move. Until you receive a response to the SO-608A, enter Interview Code 19. Use of Interview Code 26 cancels the outlet.

USE THIS CODE ONLY AFTER CONTACTING THE REGIONAL AND WASHINGTON OFFICES.

27 - **Out-of-Scope. Enter only after contacting the Regional Office. (CANCELS OUTLET)**

Use this code if the outlet fails to meet Outlet Eligibility Rules 1, 3, or 4, in Chapter 3, Meeting the Eligibility Rules - Outlets at Initiation/Pricing. Out-of-Scope outlets include those outlets selling only at wholesale prices, selling only used merchandise, or selling only to groups that are excluded from the CPI population such as the military. Use of this code cancels the outlet.

USE THIS CODE ONLY AFTER CONTACTING THE REGIONAL OFFICE.

C. Standard Field Messages

Standard Field Messages may be used by the Field Representative to convey the following messages to the Washington Office.

F1 - Reason for price change unavailable because ____________.

Use this code when a price change of 10% or more has occurred and you are unable to obtain the specific reason for the change. When using F1, enter the reason that the price change cannot be explained.

F2 - Price change primarily due to change in cost of merchandise or materials to retailer.

Use when the respondent indicates that the price change is due to a change in the cost of merchandise or materials to the outlet. Attempt to obtain more specific information about the change from the respondent and enter that in the field message in addition to F2.

F3 - Price change primarily due to change in cost for labor or overhead expenses to retailer.

Use when the respondent indicates that the price change is due to the change in the cost of salaries, rent, equipment, utilities, etc. Attempt to obtain more specific information about the change from the respondent and enter that in the field message in addition to F3.

F4 - Price change primarily due to competition.

Use when the respondent indicates that the price change is due to the prices available in competing stores. Attempt to obtain more specific information about the change from the respondent and enter that in addition to F4. For example, a gas station lowers its prices because the station across the street lowers its prices.

F5 - Last regular price was ___________ ; date of last regular price was _________.

Use to indicate the most recent regular price for which the item was offered and the date (year and month) that the item was offered at that regular price. The most recent regular price for the item must be reported in a field message when initiating, reinitiating, or substituting and the price reported for the item in the current collection period is a sale price. Standard Field Message F5 should also be used when responding to Standard Commodity Message C7.

F6 - See SO-608A.

Use to alert the Washington Office that an SO-608A has been sent to explain a situation that was too long or involved to explain in a field message. When using F6, add a brief explanation of the situation when possible. Use of F6 will aid review in the Washington Office.

F7 - Bonus of _________________ offered.

When an item is offered for sale with a bonus, describe the bonus in a field message. Enter F7 and a description of the bonus.

F8 - Bonus of _____________________ terminated.

Use to indicate that a bonus previously offered is no longer being offered. Describe the bonus in the field message.

F9 - Quantity change verified.

Use to verify an increase of 100% or more or a decrease of 50% or more in the Quantity data element. Explain the reason for the change in the field message when possible.

F10 - Size change verified.

Use to verify an increase of 100% or more or a decrease of 50% or more in the Size data element. Explain the reason for the change in the field message when possible.

F11 - Verified item(s) weighed: same weight as previous collection period.

Use to verify that the item(s) was weighed and that the weight reported in the Size data element for the current collection period is the same as that reported for the previous collection period. The Size data element must be verified whenever the Size entry is identical for two consecutive collection periods.

(Do not use this message for items with premarked weights.)

D. Standard Commodity Messages

These codes will appear in the Commodity Message field of the pricing schedule and are used by the Washington Office to convey the following messages and instructions to the Field Representative.

C1 - Description incomplete. Please enter ____________ as specification correction.

The Washington Office will send this message when an incomplete specification is received in Washington. The Washington Office will specify which specification elements are needed to complete the description. Make the entries as specification corrections and/or double asterisk changes. ('Specification Corrections' and 'Double Asterisk Changes' are described in Chapter 16, Specification Corrections and Changes to Double Asterisk Specification Elements.)

C2 - Explain price change from __________ in period ______ to __________ in period ________.

The Washington Office will send this message if a price change of 10% or more was not explained by a field message or if the price change is unusual compared with other prices reported for the PSU or region and the Washington Office needs an additional explanation. Enter the explanation in a field message.

C3 - Verify specification element _________.

The Washington Office will send this message when a particular specification element is questionable and may have been mistakenly entered by the keypuncher or the Field Representative. If a mistake is discovered, make the entry as a specification correction. ('Specification Corrections' are described in Chapter 16, Specification Corrections And Double Asterisk Changes.)

C4 - **The specification currently printed for this item requires that the item be weighed; if specification does not change, please weigh.**

The Washington Office will send this message when a weight has not been reported for an item whose specification requires that the item be weighed or when there is a question about the weight reported. If there are no changes in the specification, weigh the item and make the appropriate entries on the pricing form.

C5 - **Explain tax change from _________ in period _________ to _________ in period _________.**

The Washington Office will send this message when there is a question about the tax data reported for the item and an additional explanation is required. Write the explanation in a field message or on an SO-608A.

C6 - See SO-608A.

The Washington Office will send this message to alert the Field Representative that an SO-608A has been sent concerning this schedule or quote. When C6 is used, a brief explanation of the situation will be included when possible.

C7 - **Enter regular price in a field message if item is still on sale.**

The Washington Office will send this message when the most recent regular price for which the item was offered was not reported but should have been. If the item remains on sale, report the most recent regular price in a field message and continue to report the sale price in the Price data element.

C8 - Component prices do not add to total. Please check.

The Washington Office will send this message when there is an apparent error in the component prices reported in the specification. When this message is received, carefully check each price and recalculate the total price. If there is a mistake for one or more individual component values, make the adjustment(s) in the 'Corrections' column of the specification on the pricing form and enter the effective date(s) of the correction(s) in a field message. If there is a mistake in the total price of the item, make the adjustment in the Corrections section on the pricing form.

CHAPTER 14. SEASONAL ITEMS: INITIATION & REINITIATION

A. INTRODUCTION

B. WODS ELIs: FOOD

C. WODS ELIs: NONFOOD

D. SPECIAL CASES IN WODS NONFOOD ELIs

E. EXAMPLES OF INITIATING WODS NONFOOD ELIs

F. INITIATION INCOMPLETE: WODS FOOD AND NONFOOD ELIs

G. REINITIATION

CHAPTER 14. SEASONAL ITEMS: INITIATION & REINITIATION

A. INTRODUCTION

Items which are not available for sale year-round but which are available in a seasonal pattern in the market place are called seasonal items. For the CPI to be an accurate measure of price change it is important to initiate and price the correct distribution of these seasonal items. Because these items are not available for sale every month, special sampling and procedural techniques must be employed.

Seasonal items may exist in any ELI. But previous experience has indicated that some ELIs have an especially large percentage of seasonal items. These ELIs are identified by the Washington Office as needing special treatment in the field and are referred to as Washington Office Designated Seasonal ELIs (WODS ELIs). The samples for these ELIs have been expanded. These samples are twice as large and the quotes in these ELIs are initiated in pairs: food items have one quote for the period from January through June and a second quote for the period from July through December; nonfood items have one quote each for the Fall/Winter and the Spring/Summer selling seasons.

The seasonal item methodology described in this chapter and in Chapter 15, Seasonal Items: Pricing, has been designed to place greater emphasis on the use of actual sales data during the initiation process and to encourage greater product comparability during the substitution process than was done in prior methodologies.

WODS ELIs are divided into two groups: food and nonfood. The methods of initiating and pricing items in the two groups differ in some respects because of technical and practical problems caused by the selling patterns of these items and the way these patterns change. The discussion in this chapter begins with the description of procedures for WODS Food ELIs and is followed by the procedures for WODS Nonfood ELIs.

B. WODS ELIs: FOOD

There are three Food ELI categories that are WODS: ELI 11011, Apples; ELI 11031, Oranges; and ELI 11041, Other Fresh Fruit. (ELI 11011, Apples, is not seasonal in all regions. Refer to Appendix G for a complete list of WODS ELIs and the regions to which the seasonal designation applies.)

1. Designation of Seasonal Quotes at Initiation (Food)

Two quotes are assigned for initiation in an outlet each time a WODS Food ELI is selected. WODS Food ELIs will have one quote representing the six month period January-June and one quote representing July-December. These six month periods correspond to the months during which the quote can be initiated and therefore are called the initiation periods.

The timing for the initiation of the pair of quotes is staggered. Only one quote is assigned for initiation on the initiation schedule. This quote is not labelled with an initiation period and may be initiated anytime during the initiation period for the PSU. Once the quote is initiated the Washington Office assigns either the January-June or July-December initiation period based on the month in which the quote was initiated. Thereafter the quote will be labelled on the pricing schedule immediately following the ELI title with the appropriate Jan/Jun (January-June) or Jul/Dec (July-December) initiation period.

Assignment of the second quote in the pair is contingent on the completion of initiation of the first quote. If the first quote has been initiated, then the second quote will be assigned for initiation on the pricing schedule six months later (i.e., six months after the date of initiation of the first quote).[1] The second quote will be labelled with the complementary initiation period and must be initiated within that period. Thus, if the initiation period for the first quote is Jul/Dec, the second quote will be labelled (and must be initiated within) the Jan/Jun initiation period. Conversely, if the initiation period for the first quote is Jan/Jun, the second quote will be labelled (and must be initiated within) the Jul/Dec initiation period.

However, if the first quote has not been initiated, then this same quote will be returned for initiation with the first pricing schedule for the outlet. The quote will remain without an initiation period label until it is initiated. When the first quote is initiated, an initiation period will be assigned and the second quote will be generated six months later as described above.

Whenever a quote for a WODS Food ELI is assigned for initiation, the following message will be printed in the Action Required field of the Quote Summary form:

*WASHINGTON OFFICE DESIGNATED SEASONAL ELI
*INITIATE
*REFERENCE PERIOD IS CURRENT MONTH PLUS PREVIOUS FIVE MONTHS

---

[1] The second quote will not be generated until after link month. See Chapter 21, Operations - Sample Rotation for a definition of link month.

2. When to Initiate Seasonal Quotes (Food)

A quote in a WODS Food ELI should be initiated only during:

1) the initiation period for the PSU; or
2) the collection period in which the message to initiate the quote is received.

3. Initiating Seasonal Quotes (Food)

The procedures for initiating WODS Food ELIs are similar to that for ELIs that are not Washington Office Designated Seasonal. Two key differences are the definition of reference period and the guidelines for determining the universe of items eligible for selection. The procedures for initiating WODS Food ELIs are described below.

a. Reference Period for WODS Food ELIs

Reference period is defined as the time frame on which the sales data used in disaggregation is based. The reference period for WODS Food ELIs specifically is six months: the current month to date and the previous five. For example, when initiating in August, the reference period for this Jul/Dec quote is March, April, May, June, July, and August. The sales data for the current month should include sales from the first day of the month to the day of initiation.

b. Universe of Eligible Items

When initiating WODS ELIs, the universe of eligible items for the first stage in disaggregation consists of all items that 1) were available for sale during the reference period, and 2) satisfy the item eligibility rules listed in Chapter 4, Meeting the Eligibility Rules - Items at Initiation. The universe of eligible items must include year-round items as well as seasonal items that were available during any part of the reference period.

c. Selection of the Unique Item

Standard disaggregation procedures are used to select the unique item. The measure of sales used in the disaggregation calculations should be based solely on sales of the eligible items during the reference period defined for the specific quote. Thus, the measure of sales of year-round as well as seasonal items must only include sales of those items during the reference period.

d. Description of the Unique Item

When the unique item is selected, determine the months during which the unique item (not the entire ELI) is normally available for sale in the outlet. This should not be confused with reference period or initiation period. In many cases, the season for the unique item may be longer or shorter than either the reference or initiation periods.

Enter the unique item season in the Seasonal and In-Season data elements and describe the item on the appropriate checklist. These data elements appear in the heading of each checklist:

---

seasonal: YES NO **in-season:** JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

respondent: **location:**

field message:

If the unique item is seasonal in the outlet (i.e., the item is normally available during fewer than twelve months), circle YES and each of the months during which the item is normally available for sale in the outlet. Do not use double asterisk specification elements when determining the season for the unique item.

If the unique item is available for sale in the outlet year-round, circle NO. (Do not circle the in-season months if the item is available year-round.)

C. WODS ELIs: NONFOOD

There are 36 Nonfood ELI categories that are WODS. Not all of these ELIs are seasonal in every region. Refer to Appendix G for a complete list of WODS ELIs and the regions to which the seasonal designation applies.

1. Designation of Seasonal Quotes at Initiation (Nonfood)

The year is divided into two "Selling Seasons" for WODS Nonfood ELIs: a Fall/Winter selling season and a Spring/Summer selling season. The selling season is defined as the span of months during which an outlet normally sells items for a specific season.

Two quotes are assigned for initiation in an outlet each time a WODS Nonfood ELI is selected. However, in contrast to WODS Food ELIs, the pair of quotes in Nonfood correspond to the outlet's selling seasons for the ELI. One quote represents the Fall/Winter (F/W) selling season and the other represents Spring/Summer (S/S).

Both the F/W and the S/S quotes are assigned for initiation on the initiation schedule. The quotes are labelled with either F/W or S/S immediately following the ELI title on the Quote Summary Form. Whenever a quote for a WODS Nonfood ELI is assigned for initiation, the following messages will be printed in the Action Required field of the Quote Summary form:

*WASHINGTON OFFICE DESIGNATED SEASONAL ELI
*DETERMINE SELLING SEASON
*INITIATE IF IN INITIATION WINDOW
*REF PER IS BEGINNING OF SELLING SEASON TO DATE OF INITIATION

2. When to Initiate Seasonal Quotes (Nonfood)

For each WODS Nonfood ELI, the Field Representative must determine the specific selling seasons in the outlet. Based on the specific selling seasons, the Field Representative then calculates an "initiation window" for each quote. The initiation window is the span of months during which a quote may be initiated. A quote in a WODS Nonfood ELI can only be initiated when the month in which the Field Representative is initiating falls within the initiation window for that quote.

3. Initiating Seasonal Quotes (Nonfood)

The procedure for initiating quotes in a WODS Nonfood ELI requires that the Field Representative determine selling season, initiation window and reference period before disaggregation to a unique item. A worksheet is provided to assist in this process. (A copy of this form -- the WODS Nonfood ELIs Worksheet SO-1237 -- appears on the following page. One worksheet should be completed for each WODS Nonfood ELI that is assigned for initiation. On the worksheet, enter the quote code(s) corresponding to the ELI and selling season in the spaces provided.) The initiation procedure is described below.

BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX
WODS NONFOOD ELIS WORKSHEET

OUTLET NUMBER	ELI NUMBER AND TITLE

FALL/WINTER QUOTE (F/W) QUOTE CODE(S): ___ ___ ___ ___ ___ ___

___ ___ ___ ___ ___ ___

1) SELLING SEASON:
(SPAN OF MONTHS DURING WHICH OUTLET NORMALLY SELLS F/W ITEMS IN THIS ELI.)

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Number of Months in Selling Season
___	___	___	___	___	___	___	___	___	___	___	___	______

2) INITIATION WINDOW:
(SPAN OF MONTHS DURING WHICH THE F/W QUOTE(S) IN THIS OUTLET MAY BE INITIATED.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

3) REFERENCE PERIOD:
(THE TIME FRAME ON WHICH SALES DATA USED FOR DISAGGREGATION OF F/W QUOTE IS BASED.
REFERENCE PERIOD = PERIOD FROM FIRST MONTH OF SELLING SEASON TO DAY OF INITIATION.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

SPRING/SUMMER QUOTE (S/S) QUOTE CODE(S): ___ ___ ___ ___ ___ ___

___ ___ ___ ___ ___ ___

4) SELLING SEASON:
(SPAN OF MONTHS DURING WHICH OUTLET NORMALLY SELLS S/S ITEMS IN THIS ELI.)

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Number of Months in Selling Season
___	___	___	___	___	___	___	___	___	___	___	___	______

5) INITIATION WINDOW:
(SPAN OF MONTHS DURING WHICH THE S/S QUOTE(S) IN THIS OUTLET MAY BE INITIATED.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

6) REFERENCE PERIOD:
(THE TIME FRAME ON WHICH SALES DATA USED FOR DISAGGREGATION OF S/S QUOTE IS BASED.
REFERENCE PERIOD = PERIOD FROM FIRST MONTH OF SELLING SEASON TO DAY OF INITIATION.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

DESIGNATION OF ACCEPTABLE MONTHS FOR INITIATION OF QUOTES IN NONFOOD SEASONAL ELI'S:

SELLING SEASON (# of months)	INITIATION WINDOW (specific months)
1	1
2	1,2
3	2,3
4	2,3
5	2,3,4
6	3,4,5
7	3,4,5,6
8	3,4,5,6,7
9	3,4,5,6,7,8
10	3,4,5,6,7,8,9
11	3,4,5,6,7,8,9,10
12	1,2,3,4,5,6,7,8,9,10,11,12

50-1237 (May 1986)

(1) Determine the Selling Seasons

There are two selling seasons:

Fall/Winter Selling Season - the span of months during which the Fall/Winter items are normally available for sale in the outlet.

Spring/Summer Selling Season - the span of months during which the Spring/Summer items are normally available for sale in the outlet.

The selling season must be determined for one quote in conjunction with the selling season for the other quote in the pair. The Field Representative should ask the respondent for both the Fall/Winter selling season and Spring/Summer selling season for the ELI. Enter the Fall/Winter selling season on the worksheet by circling the appropriate months on line 1. Similarly, enter the Spring/Summer selling season on the worksheet by circling the appropriate months on line 4.

The two selling seasons for an ELI, considered together, must encompass the entire calendar year. The selling seasons may overlap, but there must be no gaps. If any months in the calendar year have not been assigned, ask the respondent to allocate the missing months to one or both of the selling seasons. If the respondent cannot make the allocation, the Field Representative must allocate the missing months. Circle any additional months that have been allocated to the respective selling season(s).

On the worksheet, number the months for each selling season in the spaces provided beneath the circled months. The beginning month of each selling season is numbered one (1).

Each month thereafter should be numbered consecutively. All calendar months must be assigned to at least one selling season before numbering the selling seasons. For example, if the Fall/Winter selling season is August through February and the Spring/Summer selling season is March through August, the selling seasons would be entered on the worksheet as follows:

FALL/WINTER QUOTE (F/W) QUOTE CODE(S): 007

1) SELLING SEASON:
(SPAN OF MONTHS DURING WHICH OUTLET NORMALLY SELLS F/W ITEMS IN THIS ELI.)

[✓ JAN]	[✓ FEB]	MAR	APR	MAY	JUN	JUL	[✓ AUG]	[✓ SEP]	[✓ OCT]	[✓ NOV]	[✓ DEC]	Number of Months in Selling Season
6	7						1	2	3	4	5	7

2) INITIATION WINDOW:
(SPAN OF MONTHS DURING WHICH THE F/W QUOTE(S) IN THIS OUTLET MAY BE INITIATED.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

3) REFERENCE PERIOD:
(THE TIME FRAME ON WHICH SALES DATA USED FOR DISAGGREGATION OF F/W QUOTE IS BASED.
REFERENCE PERIOD = PERIOD FROM FIRST MONTH OF SELLING SEASON TO DAY OF INITIATION.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

SPRING/SUMMER QUOTE (S/S) QUOTE CODE(S): 008

4) SELLING SEASON:
(SPAN OF MONTHS DURING WHICH OUTLET NORMALLY SELLS S/S ITEMS IN THIS ELI.)

JAN	FEB	[✓ MAR]	[✓ APR]	[✓ MAY]	[✓ JUN]	[✓ JUL]	[✓ AUG]	SEP	OCT	NOV	DEC	Number of Months in Selling Season
		1	2	3	4	5	6					6

5) INITIATION WINDOW:
(SPAN OF MONTHS DURING WHICH THE S/S QUOTE(S) IN THIS OUTLET MAY BE INITIATED.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

6) REFERENCE PERIOD:
(THE TIME FRAME ON WHICH SALES DATA USED FOR DISAGGREGATION OF S/S QUOTE IS BASED.
REFERENCE PERIOD = PERIOD FROM FIRST MONTH OF SELLING SEASON TO DAY OF INITIATION.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

For each selling season, enter the number of months circled in the space beneath the heading "Number of Months in Selling Season." This number will be used to calculate the "initiation window" which will determine when the quote is eligible for initiation.

The ELI Selling Season Reporting Form

The selling seasons must also be entered on the ELI Selling Season Reporting Form. This form is computer generated as part of the initiation schedule for each outlet in which a WODS Nonfood ELI is assigned for initiation. Enter the first and last months for the F/W and S/S selling seasons in the spaces provided.

(2) Calculate the Initiation Window

The initiation window is the span of months during which a quote may be initiated. To determine the initiation window, refer to the table on the worksheet. The total number of months in the selling season is listed in the first column and the numbers corresponding to the specific months in the initiation window are listed in the second column (these numbers correspond to the numbers entered on the worksheet under the selling seasons). Locate the "Number of Months in Selling Season" in the table and read across to determine which months compose the initiation window for the quote. Enter the initiation window on the worksheet by circling the corresponding months in line 2 for the Fall/Winter quote and in line 5 for the Spring/Summer quote.

Continuing the example from step 1 above, the initiation window for the Fall/Winter Quote is the third, fourth, fifth, and sixth months of the F/W selling season (since there are a total of 7 months in the F/W selling season):

FALL/WINTER QUOTE (F/W) QUOTE CODE(S): 007 ___
___ ___

1) SELLING SEASON:
(SPAN OF MONTHS DURING WHICH OUTLET NORMALLY SELLS F/W ITEMS IN THIS ELI.)

[✓ JAN]	[✓ FEB]	MAR	APR	MAY	JUN	JUL	[✓ AUG]	[✓ SEP]	[✓ OCT]	[✓ NOV]	[✓ DEC]
6	7	___	___	___	___	___	1	2	3	4	5

Number of Months in Selling Season: 7

2) INITIATION WINDOW:
(SPAN OF MONTHS DURING WHICH THE F/W QUOTE(S) IN THIS OUTLET MAY BE INITIATED.)

[✓ JAN] FEB MAR APR MAY JUN JUL AUG SEP [✓ OCT] [✓ NOV] [✓ DEC]

3) REFERENCE PERIOD:
(THE TIME FRAME ON WHICH SALES DATA USED FOR DISAGGREGATION OF F/W QUOTE IS BASED.
REFERENCE PERIOD = PERIOD FROM FIRST MONTH OF SELLING SEASON TO DAY OF INITIATION.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

The initiation window for the Spring/Summer Quote is the third, fourth, and fifth months of the S/S selling season (since there are a total of 6 months in the S/S selling season):

SPRING/SUMMER QUOTE (S/S) QUOTE CODE(S): 008 ___
___ ___

4) SELLING SEASON:
(SPAN OF MONTHS DURING WHICH OUTLET NORMALLY SELLS S/S ITEMS IN THIS ELI.)

JAN	FEB	[✓ MAR]	[✓ APR]	[✓ MAY]	[✓ JUN]	[✓ JUL]	[✓ AUG]	SEP	OCT	NOV	DEC
___	___	1	2	3	4	5	6	___	___	___	___

Number of Months in Selling Season: 6

5) INITIATION WINDOW:
(SPAN OF MONTHS DURING WHICH THE S/S QUOTE(S) IN THIS OUTLET MAY BE INITIATED.)

JAN FEB MAR APR [✓ MAY] [✓ JUN] [✓ JUL] AUG SEP OCT NOV DEC

6) REFERENCE PERIOD:
(THE TIME FRAME ON WHICH SALES DATA USED FOR DISAGGREGATION OF S/S QUOTE IS BASED.
REFERENCE PERIOD = PERIOD FROM FIRST MONTH OF SELLING SEASON TO DAY OF INITIATION.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

3. Determine Whether the Quotes are Eligible for Initiation

Quotes in WODS Nonfood ELIs are to be initiated only if the month in which the Field Representative is initiating is contained in the initiation window that has been calculated for that quote. For those quotes that are eligible for initiation, the next step in the process is to calculate the reference period (see Step 4 below).

It is possible that both the Fall/Winter and the Spring/Summer quotes are eligible for initiation. It is also possible that only one of the pair of quotes is eligible or that neither of the pair is eligible. For those quotes that are not eligible for initiation, determine the selling season and enter the beginning and end months of the selling season on the initiation schedule facesheet. The Washington Office will use the selling season data to calculate the initiation windows for ineligible quotes. These quotes will be returned to the field for initiation during the next collection period that is contained in the window and the following messages will be printed in the Action Required column of the pricing schedule facesheet:

***WASHINGTON OFFICE DESIGNATED SEASONAL ELI**
***VERIFY SELLING IS XXX/YYY**
***INITIATE IF IN INITIATION WINDOW**
***REF PER IS BEGINNING OF SELLING SEASON TO DATE OF INITIATION**

When these messages are received, the Field Representative should verify the selling seasons with the respondent for both quotes in the pair before initiating. If there is a change in the selling seasons, the initiation windows must be recalculated and the determination of when to initiate must be based on the revised initiation windows. When there is a change in either of the selling seasons, notify the Washington Office in an SO-608A.

4. Determine the Reference Period

Reference Period is defined as the time frame on which the sales data used in disaggregation is based. The reference period for quotes in WODS Nonfood ELIs specifically is the period extending from the first month of the selling season to the day of initiation. Enter the reference period for eligible quotes on the worksheet by circling the appropriate months in line 3 (for the Fall/Winter Quotes) and line 6 (for the Spring/Summer quote). Do not enter a reference period if the quote is not currently eligible for initiation.

5. Selection of the Unique Item

Standard disaggregation procedures are used to select the unique item. The measure of sales used in the disaggregation calculations should be based solely on sales of the eligible items during the reference period defined for the specific quote. Thus, the measure of sales of year-round as well as seasonal items must only include sales of those items during the reference period.

6. Description of the Unique Item

When the unique item is selected, determine the months during which the unique item (not the entire ELI) is normally available for sale in the outlet. This should not be confused with reference period or initiation period. In many cases, the season for the unique item may be longer or shorter than either the reference or initiation periods. Enter the unique item season in the Seasonal and In-Season data elements and describe the item on the appropriate checklist. If the unique item is seasonal in the outlet (i.e., the item is normally available during fewer than twelve months), circle YES and each of the months during which the item is normally available for sale in the outlet. Do not use double asterisk specification elements when determining the season for the unique item.

If the unique item is available for sale in the outlet year-round, circle NO. (Do not circle the in-season months if the item is available year-round.)

D. SPECIAL CASES IN WODS NONFOOD ELIs

1. Year-Round Selling Season:

If the respondent indicates that the merchandise offered by the outlet is not seasonal (i.e., the items in the ELI are available all twelve months), then the selling season for each quote is January-December. The initiation window for a year-round selling season is all twelve months and, therefore, the quote may be initiated at any time.

2. Seasonal Outlets:

In general, the Fall/Winter and Spring/Summer selling seasons together must contain all twelve months of the year. However, if the outlet is only open during a part of the year, then the selling seasons will not contain all twelve months. In this case, the Fall/Winter and Spring/Summer selling seasons together must encompass all months during which any item in the ELI is available for sale in the outlet.

3. Outlet Sells Only F/W or S/S Items:

When the outlet sells only F/W or S/S items (and no year-round items) and the selling season for those items is shorter than twelve months, then initiate the quote with the season for which the outlet sells items and delete the quote for which no items are sold. For example, if an outlet sells only S/S items and no year-round items, the Field Representative would initiate the S/S quote following the procedures for WODS Nonfood ELIs and delete the F/W quote.

4. Outlet Sells Year-Round Items and either F/W or S/S Items:

If the outlet sells either F/W or S/S items (but not both) and also sells year-round items, then initiate both of the quotes. The selling season for the seasonal items is determined following normal procedures. The selling season for the remaining quote is assigned all twelve months. For example, if an outlet sells both S/S items and year-round items, but does not sell F/W items, then the Field Representative would 1) determine the S/S selling season with the respondent and initiate the S/S quote when in the window, and 2) assign all twelve months to the F/W selling season and initiate the F/W quote at any time.

5. Unable to Obtain Information on Selling Seasons:

When the respondent is unable to provide information on either selling season, assign an August through January (six months) selling season to the F/W quote and a February through July selling season to the S/S quote. Initiate these quotes based on the assigned selling seasons.

When the respondent is able to provide information for one of the selling seasons but not the other, assign the months for the known selling season to the appropriate quote and the remaining months of the year to the quote for which the selling season is not known.

E. EXAMPLES OF INITIATING WODS NONFOOD ELIs

The following examples illustrate the use of the WODS Nonfood ELIs Worksheet. The completed worksheet for Example 1 appears on the following page.

Example 1 - The outlet is initiated in October. The respondent states that Fall/Winter items in Men's Suits ELI 36011 are normally sold from August through January and that Spring/Summer items are sold from February through July.

1) Under Selling Season, circle AUG SEP OCT NOV DEC JAN for the Fall/Winter quote. Circle FEB MAR APR MAY JUN JUL for the Spring/Summer quote.

2) Since all the months in the calendar year have been assigned to at least one selling season, there is no need to adjust the selling seasons.

3) Number the months in the Fall/Winter selling season beginning with August and enter 6 under the "Number of months in Selling Season." Number the months in the Spring/Summer selling season beginning with February and enter 6 under the "Number of months in Selling Season" for the S/S quote.

4) On the table at the bottom of the worksheet, locate the number of months in the Selling Season and read across to determine which specific months compose the quote's initiation window. In this example, the selling season for each quote is composed of 6 months. Therefore, the initiation window for both the Fall/Winter and the Spring/Summer quotes is the third, fourth, and fifth months. Under Initiation Window, circle the third, fourth and fifth months for the Fall/Winter quote (OCT NOV DEC) and circle the third, fourth, and fifth months for the Spring/Summer quote (APR MAY JUN).

5) Since October (the month of initiation) is in the "initiation window" for the Fall/Winter quote, the Fall/Winter quote is eligible for initiation.

6) For the Fall/Winter quote, circle the months in the Reference Period. Since the reference period extends from the first month of the selling season to the day of initiation, circle AUG SEP OCT.

7) Since October is not in the Initiation Window for the Spring/Summer quote, the Spring/Summer quote is not eligible for initiation.

Example 1.

BUREAU OF LABOR STATISTICS
CONSUMER PRICE INDEX
WODS NONFOOD ELIS WORKSHEET

U.S. DEPARTMENT OF LABOR

OUTLET NUMBER	ELI NUMBER AND TITLE
1234567	36011 Men's Suits

FALL/WINTER QUOTE (F/W)

QUOTE CODE(S): 003 ___ ___ ___

1) SELLING SEASON:
(SPAN OF MONTHS DURING WHICH OUTLET NORMALLY SELLS F/W ITEMS IN THIS ELI.)

[✓ JAN]	FEB	MAR	APR	MAY	JUN	JUL	[✓ AUG]	[✓ SEP]	[✓ OCT]	[✓ NOV]	[✓ DEC]
6	___	___	___	___	___	___	1	2	3	4	5

Number of Months in Selling Season: 6

2) INITIATION WINDOW:
(SPAN OF MONTHS DURING WHICH THE F/W QUOTE(S) IN THIS OUTLET MAY BE INITIATED.)

JAN FEB MAR APR MAY JUN JUL AUG SEP [✓ OCT] [✓ NOV] [✓ DEC]

3) REFERENCE PERIOD:
(THE TIME FRAME ON WHICH SALES DATA USED FOR DISAGGREGATION OF F/W QUOTE IS BASED.
REFERENCE PERIOD = PERIOD FROM FIRST MONTH OF SELLING SEASON TO DAY OF INITIATION.)

JAN FEB MAR APR MAY JUN JUL [✓ AUG] [✓ SEP] [✓ OCT] NOV DEC

SPRING/SUMMER QUOTE (S/S)

QUOTE CODE(S): 004 ___ ___ ___

4) SELLING SEASON:
(SPAN OF MONTHS DURING WHICH OUTLET NORMALLY SELLS S/S ITEMS IN THIS ELI.)

JAN	[✓ FEB]	[✓ MAR]	[✓ APR]	[✓ MAY]	[✓ JUN]	[✓ JUL]	AUG	SEP	OCT	NOV	DEC
___	1	2	3	4	5	6	___	___	___	___	___

Number of Months in Selling Season: 6

5) INITIATION WINDOW:
(SPAN OF MONTHS DURING WHICH THE S/S QUOTE(S) IN THIS OUTLET MAY BE INITIATED.)

JAN FEB MAR [✓ APR] [✓ MAY] [✓ JUN] JUL AUG SEP OCT NOV DEC

6) REFERENCE PERIOD:
(THE TIME FRAME ON WHICH SALES DATA USED FOR DISAGGREGATION OF S/S QUOTE IS BASED.
REFERENCE PERIOD = PERIOD FROM FIRST MONTH OF SELLING SEASON TO DAY OF INITIATION.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

DESIGNATION OF ACCEPTABLE MONTHS FOR INITIATION OF QUOTES IN NONFOOD SEASONAL ELI'S:

SELLING SEASON (# of months)	INITIATION WINDOW (specific months)
1	1
2	1,2
3	2,3
4	2,3
5	2,3,4
6	3,4,5
7	3,4,5,6
8	3,4,5,6,7
9	3,4,5,6,7,8
10	3,4,5,6,7,8,9
11	3,4,5,6,7,8,9,10
12	1,2,3,4,5,6,7,8,9,10,11,12

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The worksheets for Examples 2 and 3 are printed on the following two pages.

Example 2 - The respondent states that Fall/Winter items in the ELI are normally sold from October through February and Spring/Summer items are normally sold from March through September.

October is the initiation month and it does not fall in the Initiation Window for either quote. Therefore, neither quote is presently eligible for initiation.

It is important to begin numbering the months with the first month in each selling season. For example, if the months for the Fall/Winter quote were incorrectly numbered by entering the 1 under JAN and working left to right, October would erroneously be part of the Initiation Window.

Example 3 - The respondent states that Fall/Winter items in the ELI are normally sold from October through January and Spring/Summer items are normally sold from February through July.

The respondent is asked to make an adjustment since August and September have not yet been assigned to at least one selling season. The respondent states that August should be assigned to the Spring/Summer selling season and September should be assigned to the Fall/Winter selling season.

Note that all calendar months must be assigned to at least one selling season before numbering the months of the selling seasons.

Example 2.

BUREAU OF LABOR STATISTICS
CONSUMER PRICE INDEX
WODS NONFOOD ELIS WORKSHEET

U.S. DEPARTMENT OF LABOR

OUTLET NUMBER	ELI NUMBER AND TITLE
9876543	36011 Men's Suits

FALL/WINTER QUOTE (F/W)

QUOTE CODE(S): 001 ___ ___ ___

1) SELLING SEASON:
(SPAN OF MONTHS DURING WHICH OUTLET NORMALLY SELLS F/W ITEMS IN THIS ELI.)

[✓ JAN]	[✓ FEB]	MAR	APR	MAY	JUN	JUL	AUG	SEP	[✓ OCT]	[✓ NOV]	[✓ DEC]	Number of Months in Selling Season
4	5								1	2	3	5

2) INITIATION WINDOW:
(SPAN OF MONTHS DURING WHICH THE F/W QUOTE(S) IN THIS OUTLET MAY BE INITIATED.)

[✓ JAN] FEB MAR APR MAY JUN JUL AUG SEP OCT [✓ NOV] [✓ DEC]

3) REFERENCE PERIOD:
(THE TIME FRAME ON WHICH SALES DATA USED FOR DISAGGREGATION OF F/W QUOTE IS BASED.
REFERENCE PERIOD = PERIOD FROM FIRST MONTH OF SELLING SEASON TO DAY OF INITIATION.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

SPRING/SUMMER QUOTE (S/S)

QUOTE CODE(S): 002 ___ ___ ___

4) SELLING SEASON:
(SPAN OF MONTHS DURING WHICH OUTLET NORMALLY SELLS S/S ITEMS IN THIS ELI.)

JAN	FEB	[✓ MAR]	[✓ APR]	[✓ MAY]	[✓ JUN]	[✓ JUL]	[✓ AUG]	[✓ SEP]	OCT	NOV	DEC	Number of Months in Selling Season
		1	2	3	4	5	6	7				7

5) INITIATION WINDOW:
(SPAN OF MONTHS DURING WHICH THE S/S QUOTE(S) IN THIS OUTLET MAY BE INITIATED.)

JAN FEB MAR APR [✓ MAY] [✓ JUN] [✓ JUL] [✓ AUG] SEP OCT NOV DEC

6) REFERENCE PERIOD:
(THE TIME FRAME ON WHICH SALES DATA USED FOR DISAGGREGATION OF S/S QUOTE IS BASED.
REFERENCE PERIOD = PERIOD FROM FIRST MONTH OF SELLING SEASON TO DAY OF INITIATION.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

DESIGNATION OF ACCEPTABLE MONTHS FOR INITIATION OF QUOTES IN NONFOOD SEASONAL ELI'S:

SELLING SEASON (# of months)	INITIATION WINDOW (specific months)
1	1
2	1,2
3	2,3
4	2,3
5	2,3,4
6	3,4,5
7	3,4,5,6
8	3,4,5,6,7
9	3,4,5,6,7,8
10	3,4,5,6,7,8,9
11	3,4,5,6,7,8,9,10
12	1,2,3,4,5,6,7,8,9,10,11,12

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Example 3.

BUREAU OF LABOR STATISTICS
CONSUMER PRICE INDEX
WODS NONFOOD ELIS WORKSHEET

U.S. DEPARTMENT OF LABOR

OUTLET NUMBER	ELI NUMBER AND TITLE
9999999	36011 Men's Suits

FALL/WINTER QUOTE (F/W)

QUOTE CODE(S): 001 ___
003 ___

allocated

1) SELLING SEASON:
(SPAN OF MONTHS DURING WHICH OUTLET NORMALLY SELLS F/W ITEMS IN THIS ELI.)

[✓ JAN]	FEB	MAR	APR	MAY	JUN	JUL	AUG	[✓ SEP]	[✓ OCT]	[✓ NOV]	[✓ DEC]	Number of Months in Selling Season
5								1	2	3	4	5

2) INITIATION WINDOW:
(SPAN OF MONTHS DURING WHICH THE F/W QUOTE(S) IN THIS OUTLET MAY BE INITIATED.)

JAN FEB MAR APR MAY JUN JUL AUG SEP [✓ OCT] [✓ NOV] [✓ DEC]

3) REFERENCE PERIOD:
(THE TIME FRAME ON WHICH SALES DATA USED FOR DISAGGREGATION OF F/W QUOTE IS BASED.
REFERENCE PERIOD = PERIOD FROM FIRST MONTH OF SELLING SEASON TO DAY OF INITIATION.)

JAN FEB MAR APR MAY JUN JUL AUG [✓ SEP] [✓ OCT] NOV DEC

SPRING/SUMMER QUOTE (S/S)

allocated

QUOTE CODE(S): 002 ___
004 ___

4) SELLING SEASON:
(SPAN OF MONTHS DURING WHICH OUTLET NORMALLY SELLS S/S ITEMS IN THIS ELI.)

JAN	[✓ FEB]	[✓ MAR]	[✓ APR]	[✓ MAY]	[✓ JUN]	[✓ JUL]	[✓ AUG]	SEP	OCT	NOV	DEC	Number of Months in Selling Season
	1	2	3	4	5	6	7					7

5) INITIATION WINDOW:
(SPAN OF MONTHS DURING WHICH THE S/S QUOTE(S) IN THIS OUTLET MAY BE INITIATED.)

JAN FEB MAR [✓ APR] [✓ MAY] [✓ JUN] [✓ JUL] AUG SEP OCT NOV DEC

6) REFERENCE PERIOD:
(THE TIME FRAME ON WHICH SALES DATA USED FOR DISAGGREGATION OF S/S QUOTE IS BASED.
REFERENCE PERIOD = PERIOD FROM FIRST MONTH OF SELLING SEASON TO DAY OF INITIATION.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

DESIGNATION OF ACCEPTABLE MONTHS FOR INITIATION OF QUOTES IN NONFOOD SEASONAL ELI'S:

SELLING SEASON (# of months)	INITIATION WINDOW (specific months)
1	1
2	1,2
3	2,3
4	2,3
5	2,3,4
6	3,4,5
7	3,4,5,6
8	3,4,5,6,7
9	3,4,5,6,7,8
10	3,4,5,6,7,8,9
11	3,4,5,6,7,8,9,10
12	1,2,3,4,5,6,7,8,9,10,11,12

50-1237 (May 1986)

F. INITIATION INCOMPLETE: WODS FOOD AND NONFOOD ELIs

If the initiation of a quote in a WODS ELI is recorded as incomplete, the quote will be returned for completion the next collection period. When disaggregation for these quotes is not complete, the reference period for sales data used in the remaining stages of disaggregation must be redefined as follows:

a) For WODS Food ELIs:

The reference period is determined by the Washington office based on the information provided at initiation. The reference period to be used is printed in the Action Required messages for the quote.

If the following messages are received, the reference period for the quote is six months: the current month (i.e., the month in which the disaggregation is continuing) plus the previous five:

*WASHINGTON OFFICE DESIGNATED SEASONAL ELI
*COMPLETE INITIATION
*REFERENCE PERIOD IS CURRENT MONTH PLUS PREVIOUS FIVE MONTHS

However, if the following messages are received, use the reference period printed in the Reference/Substitution Period data element on the Pricing Form for the specific quote:

*WASHINGTON OFFICE DESIGNATED SEASONAL ELI
*COMPLETE INITIATION
*USE PRINTED REFERENCE PERIOD

b) For WODS Nonfood ELIs:

The reference period extends from the first month of the selling season to the day the disaggregation is continuing. The following messages will be printed in the Action Required field for the quote:

*WASHINGTON OFFICE DESIGNATED SEASONAL ELI
*COMPLETE INITIATION
*REF PER IS BEGINNING OF SELLING SEASON TO DATE OF INITIATION

With the reference period redefined, complete the initiation of the quote following the standard procedures for initiation of WODS ELIs described in this chapter.

G. REINITIATION

Reinitation in WODS ELIs will be necessary under the same conditions that apply to ELIs that are not WODS (e.g., when the current item is no longer available and a substitute item does not exist in the same cluster, or when directed by the Washington Office, etc.).

Quotes in WODS Food ELIs may only be reinitiated during the initiation period assigned to that specific quote (i.e., either Jan/Jun or Jul/Dec). Quotes in WODS Nonfood ELIs may only be reinitiated during the initiation window calculated for that quote.

When reinitiating a WODS Nonfood ELI, the Field Representative should verify the Fall/Winter and Spring/Summer selling seasons with the respondent (both selling seasons should be verified even in instances where only one quote in the pair is to be reinitiated). If there is a change in the selling seasons, the initiation windows must be recalculated and the determination of when to reinitiate must be based on the revised initiation windows. If there is a change in the selling seasons, notify the Washington Office in an SO-608A.

To reinitiate a quote in a WODS ELI, follow the procedures for initiation described in the preceding sections of this chapter.

CHAPTER 15. SEASONAL ITEMS: PRICING

A. INTRODUCTION

B. DESIGNATION OF SEASONAL QUOTES AT PRICING

C. PRICING THE SEASONAL ITEM

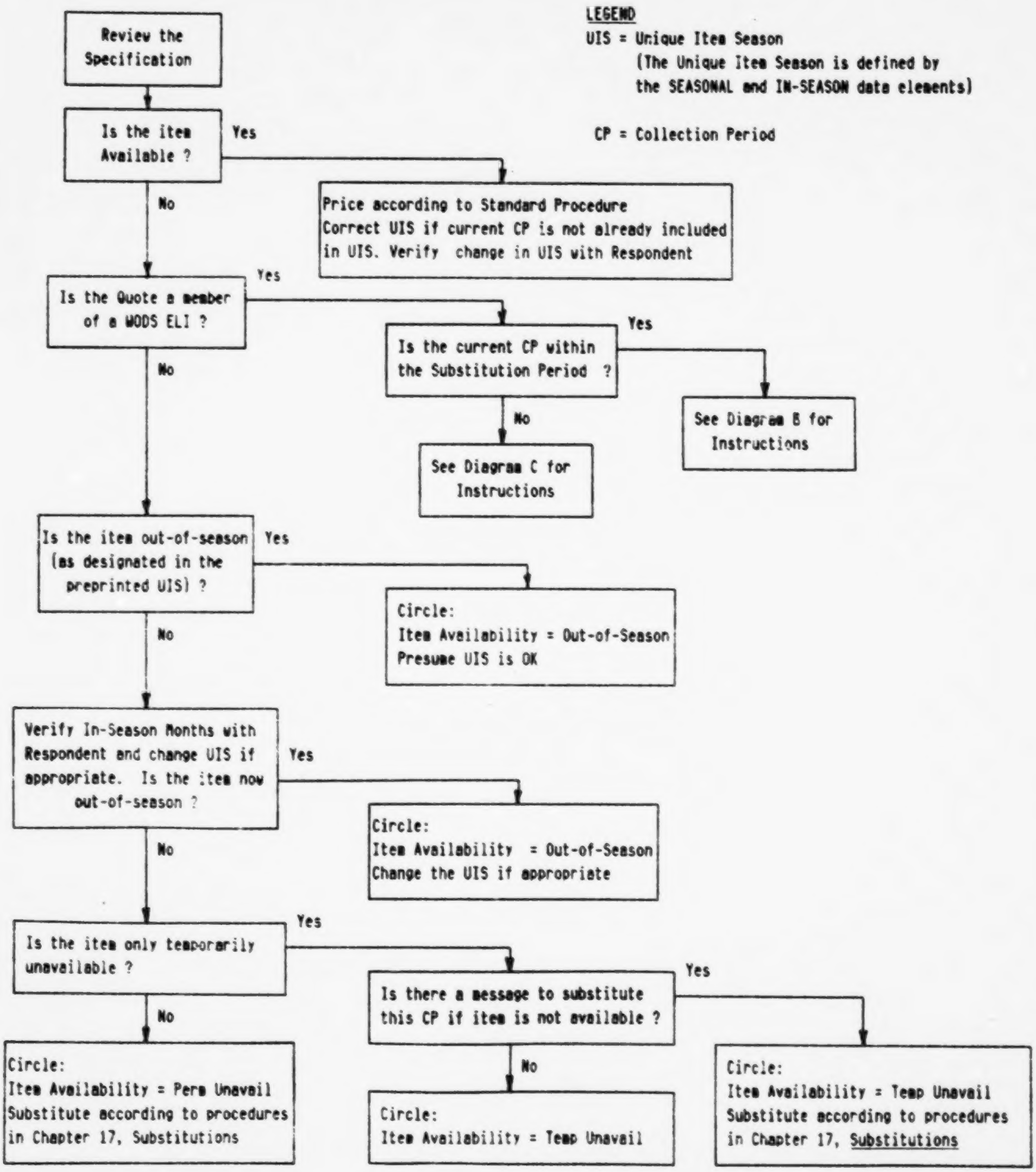
D. WHEN THE ITEM IS NOT AVAILABLE

E. SELECTING AND RECORDING SUBSTITUTIONS FOR SEASONAL ITEMS

F. VERIFICATION OF SEASONAL ELEMENTS

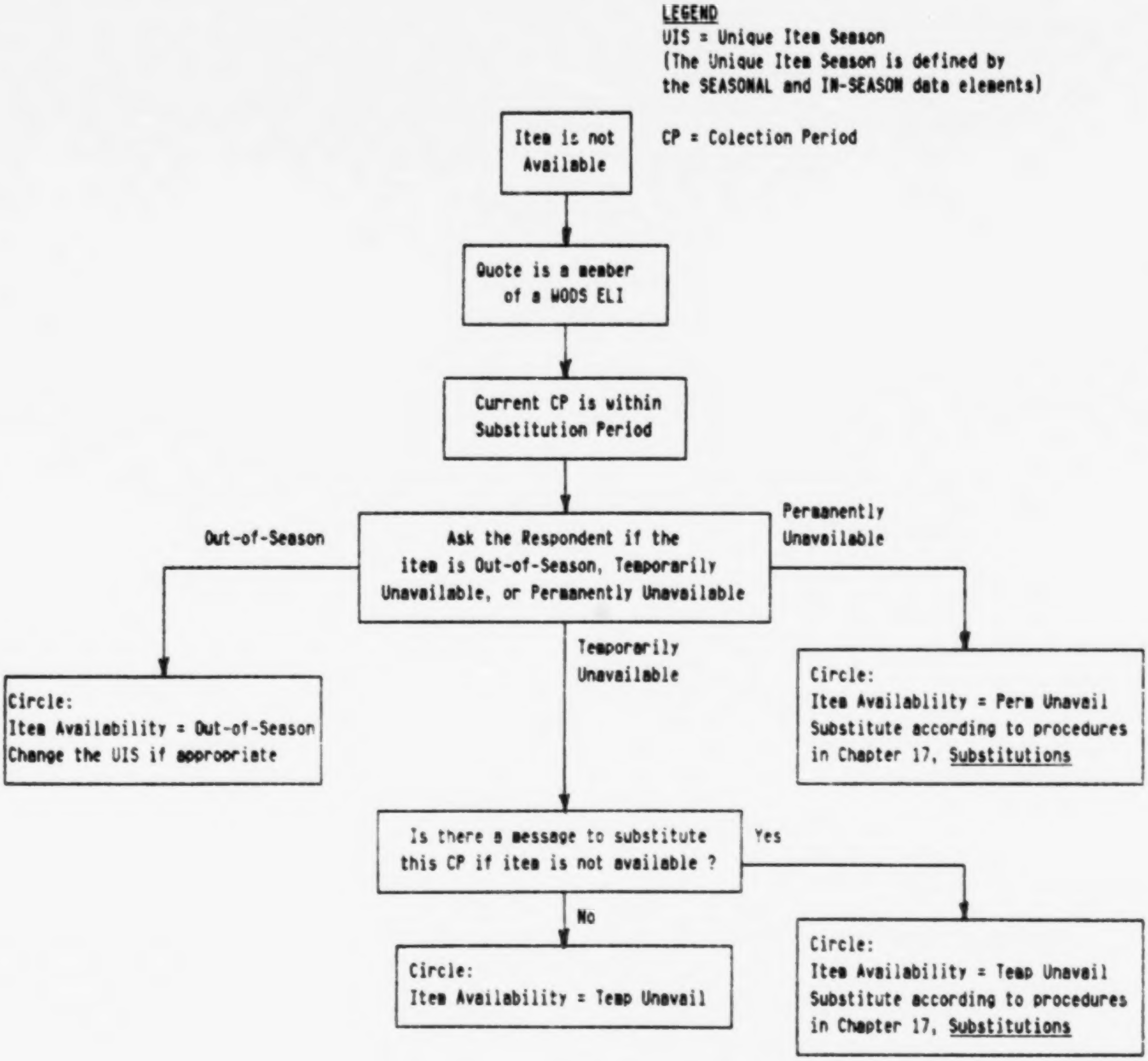
PRICING SEASONAL ITEMS

DIAGRAM A : FOR PRICING ALL SEASONAL ITEMS


LEGEND
UIS = Unique Item Season
(The Unique Item Season is defined by the SEASONAL and IN-SEASON data elements)
CP = Collection Period
Review the Specification
Is the item Available ?
Yes
Price according to Standard Procedure
Correct UIS if current CP is not already included in UIS. Verify change in UIS with Respondent
No
Is the Quote a member of a WODS ELI ?
Yes
Is the current CP within the Substitution Period ?
Yes
See Diagram B for Instructions
No
See Diagram C for Instructions
No
Is the item out-of-season (as designated in the preprinted UIS) ?
Yes
Circle:
Item Availability = Out-of-Season
Presume UIS is OK
No
Verify In-Season Months with Respondent and change UIS if appropriate. Is the item now out-of-season ?
Yes
Circle:
Item Availability = Out-of-Season
Change the UIS if appropriate
No
Is the item only temporarily unavailable ?
Yes
Is there a message to substitute this CP if item is not available ?
Yes
Circle:
Item Availability = Temp Unavail
Substitute according to procedures in Chapter 17, Substitutions
No
Circle:
Item Availability = Temp Unavail
No
Circle:
Item Availability = Perm Unavail
Substitute according to procedures in Chapter 17, Substitutions

PRICING SEASONAL ITEMS

DIAGRAM B : WODS ELIs WITHIN SUBSTITUTION PERIOD

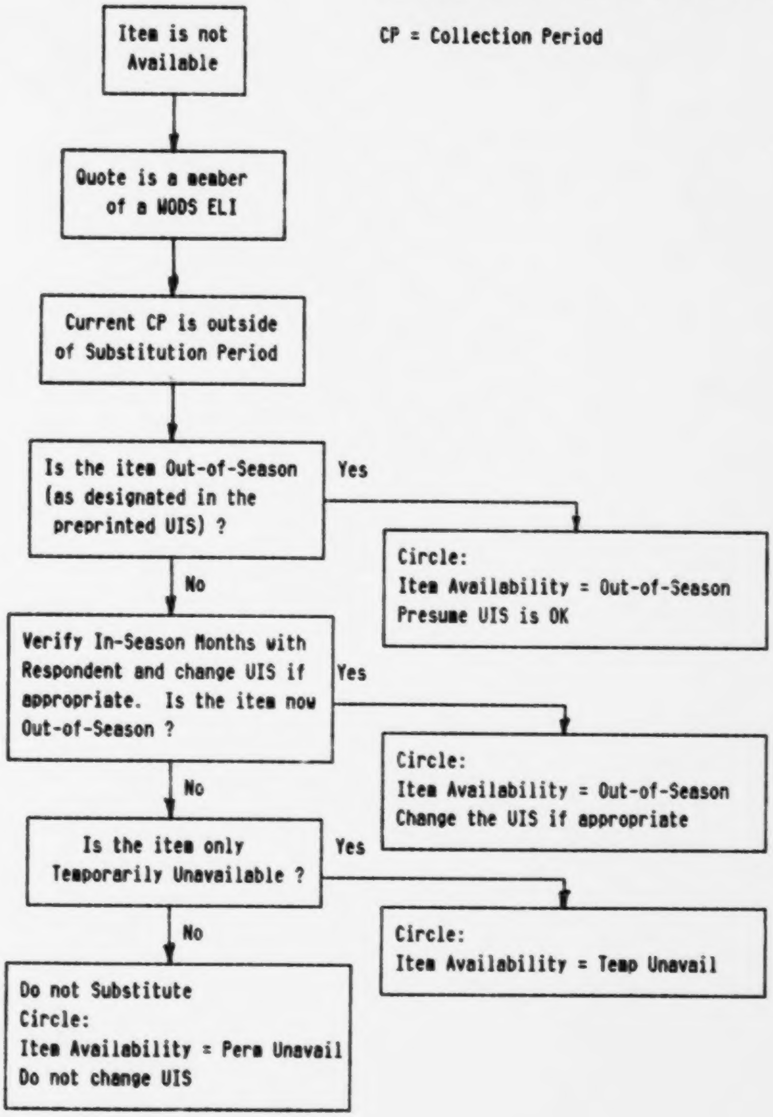

LEGEND
UIS = Unique Item Season
(The Unique Item Season is defined by the SEASONAL and IN-SEASON data elements)
CP = Colection Period
Item is not Available
Quote is a member of a WODS ELI
Current CP is within Substitution Period
Out-of-Season
Ask the Respondent if the item is Out-of-Season, Temporarily Unavailable, or Permanently Unavailable
Permanently Unavailable
Temporarily Unavailable
Circle: Item Availability = Out-of-Season Change the UIS if appropriate
Circle: Item Availablilty = Perm Unavail Substitute according to procedures in Chapter 17, Substitutions
Is there a message to substitute this CP if item is not available ?
Yes
No
Circle: Item Availability = Temp Unavail
Circle: Item Availability = Temp Unavail Substitute according to procedures in Chapter 17, Substitutions

PRICING SEASONAL ITEMS

DIAGRAM C : WODS ELIs OUTSIDE OF SUBSTITUTION PERIOD

LEGEND
UIS = Unique Item Season
(The Unique Item Season is defined by
the SEASONAL and IN-SEASON data elements)

CP = Collection Period


Item is not Available
Quote is a member of a WODS ELI
Current CP is outside of Substitution Period
Is the item Out-of-Season (as designated in the preprinted UIS) ?
Yes
Circle: Item Availability = Out-of-Season Presume UIS is OK
No
Verify In-Season Months with Respondent and change UIS if appropriate. Is the item now Out-of-Season ?
Yes
Circle: Item Availability = Out-of-Season Change the UIS if appropriate
No
Is the item only Temporarily Unavailable ?
Yes
Circle: Item Availability = Temp Unavail
No
Do not Substitute Circle: Item Availability = Perm Unavail Do not change UIS

CHAPTER 15. SEASONAL ITEMS: PRICING

A. INTRODUCTION

A unique item is seasonal, by definition, if it is normally available in the outlet for fewer than twelve months of the year. ELIs with a large percentage of seasonal items are designated for special treatment during initiation and reinitiation as described in Chapter 14 and are called Washington Office Designated Seasonal ELIs (WODS ELIs). All of the items in WODS ELIs, whether they are available year-round or only seasonally, are treated as seasonal items. Items in ELIs that are not WODS are not subject to special initiation and reinitiation procedures.

The basic approach to pricing seasonal items is the same as that for pricing year-round items. Outlet eligibility, item eligibility, and price reporting for both of these types of items are governed by the same sets of rules. However, the treatment of item availability is different; and, most importantly, the timing of substitution is restricted for all items in WODS ELIs and for all seasonal items in ELIs that are not WODS.

B. DESIGNATION OF SEASONAL QUOTES AT PRICING

Seasonal items are priced on the same pricing schedule as year-round items. Quotes in WODS ELIs are listed on the Quote Summary Form and on the Pricing Form with a seasonal label following the ELI/Cluster title. Quotes in ELIs that are not WODS are listed without a seasonal label.

There are five ELI specific data elements on the Pricing Form that are used to record seasonal information. Two of these data elements, Seasonal and In-Season, are used to define the unique item season. They are used to describe 1) whether the unique item is seasonal, and 2) if it is seasonal, each of the months during which the item is normally available for sale in the outlet. The Seasonal and In-Season data elements are printed on the Checklist and Pricing Form for every ELI. The remaining three data elements (ELI Selling Season, Initiation Window/Substitution Period, and Reference/Substitution Period) are used to specify additional seasonal information for quotes that are in Washington Office Designated Seasonal ELIs. The specific data elements that are printed on the Checklist and Pricing Form for WODS ELIs are controlled by whether the quote is in a WODS Food ELI or a WODS Nonfood ELI.

1. Designation of WODS Food ELIs

Quotes in WODS Food ELIs are labelled with either Jan/Jun (January - June) or Jul/Dec (July - December) immediately following the ELI/Cluster title. These six month periods correspond to the months during which the quote can be initiated or reinitiated and therefore are called the initiation periods.

The following data elements are printed on the Pricing Form for a quote in a WODS Food ELI:

```
------------------------------------------------------------------------------
REFERENCE/SUBSTITUTION PERIOD     AUG - JAN
------------------------------------------------------------------------------
8608  SEASONAL: YES      | IN-SEASON: JUL - OCT
                         |
8609             YES  NO |      JAN  FEB  MAR  APR  MAY  JUN  JUL  AUG  SEP  OCT  NOV  DEC
------------------------------------------------------------------------------
```

a. Reference/Substitution Period

The Reference/Substitution Period data element serves to define the substitution period for quotes in WODS Food ELIs. If substitution is necessary for a specific quote, the months during which the substitution is permitted are limited to the range of months given in Reference/Substitution Period. The Reference/Substitution Period is always six months and it corresponds to the six month reference period used in initiation. The Reference/Substitution Period for a specific quote is calculated by the Washington Office based on the month that initiation was complete. The Reference/Substitution Period cannot be changed by the Field Representative.

b. Seasonal and In-Season

The Seasonal and In-Season data elements are used to describe whether the unique item is seasonal and, if it is seasonal, the months during which the item is normally available for sale in the outlet. The preprinted entries are the data reported for the previous collection period. The Field Representative must update the Seasonal and In-Season data elements each collection period. The rules for updating these data elements are discussed in Part F of this chapter.

2. Designation of WODS Nonfood ELIs

Quotes in WODS Nonfood ELIs are labelled with either F/W (Fall/Winter) or S/S (Spring/Summer) immediately following the ELI/Cluster title. These seasonal designations correspond to the Fall/Winter and Spring/Summer selling seasons for the ELI.

The following data elements are printed on the Pricing Form for quotes in WODS Nonfood ELIs:

```
--------------------------------------------------------------------------------------
ELI SELLING SEASON     APR - SEP            | WINDOW/SUBSTITUTION PERIOD   JUN - AUG
--------------------------------------------------------------------------------------
8608  SEASONAL: NO      | IN-SEASON: YEAR-ROUND
                        |
8609            YES  NO |     JAN  FEB  MAR  APR  MAY  JUN  JUL  AUG  SEP  OCT  NOV  DEC
--------------------------------------------------------------------------------------
```

The ELI Selling Season and Window/Substitution Period data elements are defined below. The Seasonal and In-Season data elements retain the same meaning here as in WODS Food ELIs (refer to Part B.1.b, above).

a. ELI Selling Season

The selling season is defined as the span of months during which an outlet normally sells items for a specific season. If a quote is labelled F/W, the ELI Selling Season corresponds to the Fall/Winter Selling Season. If a quote is labelled S/S, the ELI Selling Season corresponds to the Spring/Summer Selling Season.

The F/W and S/S selling seasons are obtained from the respondent and recorded by the Field Representative at initiation on the ELI Selling Season Reporting Form. The selling season cannot be changed on the Pricing Form. If there is a change in the selling season, notify the Washington Office in an SO-608A. Refer to Part F of this chapter for the rules for updating this data element.

b. Window/Substitution Period

The Window/Substitution Period data element serves to define the substitution period for quotes in WODS Nonfood ELIs. If substitution for a specific quote is necessary, the substitution is permitted only during the months printed in the Window/Substitution Period data element. The Window/Substitution Period is calculated by the Washington Office based on the selling season reported by the Field Representative. Because it is based on selling season, the Window/Substitution Period can only be changed as a result of a change to the selling season.

3. Designation of ELIs that are not WODS

Only the Seasonal and In-Season data elements are printed on the Pricing Form for quotes in ELIs that are not WODS. These quotes do not have a seasonal label in their ELI/Cluster title. All of the seasonal characteristics of quotes in ELIs that are not WODS are recorded in the Seasonal and In-Season data elements. (Refer to Part 1.b, above for a description of these elements).

Seasonal quotes in ELIs that are not WODS have a substitution period defined by the In-Season months. Substitution is permitted only during the months printed in the In-Season data element.

C. PRICING THE SEASONAL ITEM

A Pricing Form is generated every collection period for seasonal quotes regardless of seasonal description. The first step in pricing a seasonal item is to review the specification and determine if the outlet sells an item that 1) matches the specification, and 2) satisfies the item eligibility rules for pricing. If an item that meets these requirements is available, price the item according to the standard procedures described in Chapter 9, Pricing the Current Item.

When pricing seasonal items, follow the same rules for different day pricing and changing double asterisk specification elements that are applied to year-round items. Thus, if the Different Day data element is printed on the Pricing Form, an item is considered available, and should be priced, if it was available in the outlet at any time during the past seven calendar days. In addition, if an item that matches the specification is not available, the Field Representative should determine whether the outlet sells an item that differs from the item described in the specification in only double asterisk specification elements. If such an item is available, price this item and record the specification element changes according to the procedures in Chapter 16, Specification Corrections and Double Asterisk Changes.

D. WHEN THE ITEM IS NOT AVAILABLE

When the item is not available, the Field Representative determines:

1) Whether the quote is in a WODS ELI;
2) Whether the current collection period is in the substitution period for the quote;
3) Whether the item is out-of-season, temporarily unavailable, or permanently unavailable;
4) Whether there is a Washington Office message requiring that a specific action be taken.

On the basis of this information, the Field Representative determines whether a substitution for the item should be made and what data should be recorded on the Pricing Form.

1. Substitution Period

A substitution period is defined for each quote. How the substitution period is indicated on the Pricing Form depends on whether the quote is a member of a WODS Food ELI, a WODS Nonfood ELI, or an ELI that is not WODS.

a. WODS Food Quotes

The substitution period for WODS Food quotes is the months printed in the Reference/Substitution Period data element.

b. WODS Nonfood Quotes

The substitution period for WODS Nonfood quotes is the months printed in the Window/Substitution Period data element.

c. Quotes in ELIs that are not WODS

For all ELIs that are not WODS, substitution for a seasonal item is allowed only during the months recorded in the In-Season data element. For these ELIs a data element labelled "substitution period" is not printed on the pricing form. However, the In-Season months serve to indicate the substitution period for the quote.

If the item is permanently unavailable and the current collection period is within the substitution period for the quote, then a substitution should be made according to the procedures in Chapter 17, Substitutions. If the current collection period is outside of the substitution period for the quote, circle PERM UNAVAIL in Item Availability and SAME ITEM in Quote Status.

For each seasonal quote, when the current collection period is outside of the substitution period, a set of messages is generated by the Washington Office to indicate that substitution is not permitted. When substitution is not permitted for a quote in a WODS ELI, the following set of messages is printed:

```
*WASHINGTON OFFICE DESIGNATED SEASONAL ELI
*PRICE IF AVAILABLE -- DO NOT SUBSTITUTE
```

When substitution is not permitted for a quote in an ELI that is not WODS, the following message is printed:

```
*SEASONAL ITEM -- PRICE IF AVAILABLE -- DO NOT SUBSTITUTE
```

These messages will print in the Action Required section of the Quote Summary Form and in the Other Messages field on the Pricing Form for the specific quote.

2. Procedures when a Seasonal Item is not Available

The procedures that should be followed when a seasonal item is not available depend on whether: 1) the quote is in an ELI that is not WODS; 2) the quote is in a WODS ELI and the current collection period is within the substitution period; or 3) the quote is in a WODS ELI and the current collection period is outside of the substitution period. The procedures for each of these situations are described below.

a. Quote is in an ELI that is not WODS

Follow these procedures if the item is not available and the quote is in an ELI that is not WODS.

1) Determine if the Item is Out-of-Season

The season for the unique item is defined by the Seasonal and In-Season data elements. If the item is not available and the item is out-of-season (i.e., the current collection period is not included in the In-Season months), circle OUT-OF-SEASON in Item Availability and SAME ITEM in Quote Status. It is not necessary to verify the In-Season months with the respondent.

If the item is not available and the item is in-season (i.e., the current collection period is included in the In-Season months), verify the In-Season months with the respondent. If the respondent indicates that the season for the unique item has changed and the item is out-of-season for the current month, then: 1) change the unique item season (i.e., the Seasonal and In-Season data elements) to reflect the new information from the respondent; and 2) circle OUT-OF-SEASON in Item Availability and SAME ITEM in Quote Status.

However, if, after verifying the unique item season with the respondent, the item remains in-season, then proceed to Step 2) below.

2) Determine whether the item is Temporarily or Permanently Unavailable

If the item is not out-of-season, ask the respondent whether the item is temporarily or permanently unavailable.

Temporarily Unavailable and In-Season

If the respondent indicates that the item is only temporarily unavailable (i.e., the outlet expects to continue selling the item) and there is a Washington Office message to SUBSTITUTE IF NOT AVAILABLE, then substitute to a new item. Circle TEMP UNAVAIL in Item Availability and follow the procedures in Chapter 17, Substitutions. The code to be entered in Quote Status will depend on whether a substitution can be made (see Chapter 17 for instructions).

If there is no message to substitute and the item is temporarily unavailable, circle TEMP UNAVAIL in Item Availability and SAME ITEM in Quote Status.

Permanently Unavailable and In-Season

If the respondent indicates that the item is permanently unavailable (i.e., the item is not expected to return), then circle PERM UNAVAIL in Item Availability and substitute following the procedures in Chapter 17.

3) If the Respondent Does Not Know

If the respondent does not know why the item is unavailable during an in-season month, circle TEMP UNAVAIL in Item Availability.

b. Quote is in a WODS ELI and CP is within the substitution period

Follow these procedures if the item is not available, but the quote is in a WODS ELI and the current collection period is within the substitution period for the quote.

Ask the respondent whether the item is out-of-season, temporarily unavailable, or permanently unavailable. Verify the unique item season with the respondent and, if necessary, change the Seasonal and In-Season data elements.

Out-of-Season

If the respondent indicates that the item is out-of-season, circle OUT-OF-SEASON in Item Availability and SAME ITEM in Quote Status.

Temporarily Unavailable

If the respondent indicates that the item is only temporarily unavailable (i.e., the outlet expects to continue selling the item) and there is a Washington Office message to SUBSTITUTE IF NOT AVAILABLE, then a substitution should be made. Circle TEMP UNAVAIL in Item Availability and substitute following the procedures in Chapter 17. The code to be entered in Quote Status will depend on whether a substitution can be made (see Chapter 17 for instructions).

If there is no message to substitute and the item is temporarily unavailable, circle TEMP UNAVAIL in Item Availability and SAME ITEM in Quote Status.

Permanently Unavailable

If the respondent indicates that the item is permanently unavailable (i.e., the item is not expected to return), then circle PERM UNAVAIL in Item Availability and substitute following the procedures in Chapter 17.

If the Respondent Does Not Know

If the respondent does not know why the item is unavailable during an out-of-season month, circle OUT OF SEASON in Item Availability. If the respondent does not know why the item is unavailable during an in-season month, circle TEMP UNAVAIL in Item Availability.

c. Quote is in a WODS ELI but CP is outside of the substitution period

Follow these procedures if the item is unavailable and the quote is in a WODS ELI, but the current collection period is outside of the substitution period.

1) Determine if the is Item Out-of-Season

The season for the unique item is defined by the Seasonal and In-Season data elements. If the item is not available and the item is out-of-season (i.e., the current collection period is not included in the In-Season months), circle OUT-OF-SEASON in Item Availability and SAME ITEM in Quote Status. It is not necessary to verify the In-Season months with the respondent.

If the item is not available and the item is in-season (i.e., the current collection period is included in the In-Season months), verify the In-Season months with the respondent. If the respondent indicates that the season for the unique item has changed and the item is out-of-season for the current month, then: 1) change the unique item season (i.e., the Seasonal and In-Season data elements) to reflect this information from the respondent; and 2) circle OUT-OF-SEASON in Item Availability and SAME ITEM in Quote Status.

However, if, after verifying the unique item season with the respondent, the item remains in-season, then proceed to Step 2) below.

2) Determine whether the item is Temporarily or Permanently Unavailable

If the item is not out-of-season, ask the respondent whether the item is temporarily or permanently unavailable.

Temporarily Unavailable and In-Season

If the respondent indicates that the item is only temporarily unavailable (i.e., the outlet expects to continue selling the item), circle TEMP UNAVAIL in Item Availability and SAME ITEM in Quote Status.

Permanently Unavailable and In-Season

If the respondent indicates that the item is permanently unavailable (i.e., the item is not expected to return), then circle PERM UNAVAIL in Item Availability and SAME ITEM in Quote Status. Do not substitute. Because the quote is outside of its substitution period, substitution is not permitted. Continue to record PERM UNAVAIL and SAME ITEM until the collection period is within the substitution period for the quote and a substitution can be made.

3) If the Respondent Does Not Know

If the respondent does not know why the item is unavailable during an in-season month, circle TEMP UNAVAIL in Item Availability.

E. SELECTING AND RECORDING SUBSTITUTIONS FOR SEASONAL ITEMS

To select a substitute item, follow the standard procedures described in Chapter 17, Substitutions. In selecting a substitute for a seasonal item, the most comparable item should be chosen regardless of the season recorded for the previous unique item. Thus, the most comparable substitute for a seasonal item may be sold year-round. Similarly, the most comparable substitute for a year-round item may have a distinct seasonal sales pattern. Substitutions for seasonal items are recorded on the appropriate checklist using the standard procedures described in Chapter 22, Forms Completion.

F. VERIFICATION OF SEASONAL ELEMENTS

The seasonal information recorded on the Pricing Form should be the most current information available for the item on the day of pricing. However, because obtaining accurate seasonal information will require questioning the respondent, the following guidelines have been developed for updating and verifying the seasonal information data elements.

1. Seasonal and In-Season

a. Quote is in an ELI that is not WODS

Verify the unique item season (i.e., the Seasonal and In-Season data elements) when:

- the item is not available but the current collection period is within the In-Season months.
- the item is available but the current collection period is outside of the In-Season months.

Presume that the unique item season is correct when the item is available during the In-Season months and when the item is not available during the out-of-season months.

b. Quote is in a WODS ELI

Verify the unique item season (i.e., the Seasonal and In-Season data elements) when:

- the item is not available but the current collection period is within the In-Season months.
- the item is available but the current collection period is outside of the In-Season months.
- the item is not available, the substitution period for the quote has begun, and the season for the unique item has not started.

Outside of the substitution period, presume that the unique item season is correct when the item is available during the In-Season months and when the item is not available during the out-of-season months.

Within the substitution period, presume that the unique item season is correct during those months of the substitution period after the unique item season has ended. Thus, for example, if the substitution period is April-October and the unique item season is May-August, the Field Representative would question the respondent if the item were not available during April and would presume that the item is out-of-season during September and October.

For any seasonal item, if it is discovered that the unique item season has changed, record the change on the Pricing Form.

2. ELI Selling Season

Verify the selling seasons only when initiating or reinitiating. The ELI Selling Season data element is applicable only to the paired quotes in WODS Nonfood ELIs. When initiating or reinitiating a quote in a WODS Nonfood ELI, the Field Representative should verify both the Fall/Winter and Spring/Summer selling seasons with the respondent (both selling seasons should be verified even in instances where only one quote in the pair is to be initiated or reinitiated). If there is a change in either selling season, report the change in a SO-608A to the Washington Office.

If it is discovered that a selling season has changed, report the change on an SO-608A. Continue to price the item using the current selling season until instructions are received from the Washington Office.

3. Window/Substitution Period

This data element is calculated based on the selling season reported for the quote. Therefore, it will be changed by the Washington Office only if a change is required to the ELI Selling Season.

4. Reference/Substitution Period

This data element is based on the reference period used during initiation or reinitiation of the quote. It will not change until the quote is reinitiated.

CHAPTER 16. SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES

A. INTRODUCTION

B. CONDITIONS UNDER WHICH SPECIFICATION CORRECTIONS ARE MADE:

1. When instructed by the Washington Office in a commodity message or on an SO-608A
2. When the specification that has been reported for the item in a prior collection period is discovered to have been incorrect or incomplete (i.e., when any specification element, including double asterisk specification elements, must be added, deleted, or rewritten in order to correctly describe the same item)
3. When there is a typographical error in a 90-series specification element
4. When a purely descriptive Z99(ZZ99) specification element changes
5. When a specification is garbled
6. When a catalog number or catalog page number reported in the specification changes

C. CHANGES TO DOUBLE ASTERISK SPECIFICATION ELEMENTS

D. RECORDING SPECIFICATION CORRECTIONS AND CHANGES TO DOUBLE ASTERISK SPECIFICATION ELEMENTS

CHAPTER 16. SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES

A. INTRODUCTION

When an item is found by either the Field Representative or the Washington Office to have been incorrectly priced or described in a prior collection period, the correction procedure must be followed. A correction is only to be used when the same item is being priced. If the item is modified or changed in some price determining characteristic, a substitution must be made following the procedures described in Chapter 17, Substitutions.

Double Asterisk Specification Elements (described in Chapter 6, The ELI Checklist) may be changed without a substitution. Corrections to the specification and changes in double asterisk specification elements are made on the pricing form in the section Specification Corrections and Double Asterisk Changes if three or fewer specification elements are to be corrected or changed. When four or more specification elements are to be corrected or changed, the corrections or changes must be made on a checklist.

B. CONDITIONS UNDER WHICH SPECIFICATION CORRECTIONS ARE MADE

1. **When instructed by the Washington Office:**

   The commodity analyst may instruct that a specification correction be made either by a commodity message or an SO-608A. Make the correction during the same collection period the instruction is received. If it is not possible to implement the instruction from the commodity analyst, explain in a field message or on an SO-608A.

2. **When the specification that has been reported for the item in a prior collection period is discovered to have been incorrect or incomplete (i.e., when any specification element, including double asterisk specification elements, must be added, deleted, or rewritten in order to correctly describe the same item).**

   A specification is considered incorrect when there is an error in the description of the item. When the specification for an item has been incorrectly reported in a prior collection period, correct the specification in Specification Corrections and Double Asterisk Changes. Indicate in a field message the period(s) for which the correction applies.

For example, if you discover that a specification element has been entered as C2 rather than C3, a specification correction must be made. Or if you discover that a stove with two ovens has been described as having only one, a specification correction must be made to reflect the fact that a two-oven stove has always been priced.

Before making the correction, make certain that the specification is in error and that the item has not changed. If you are uncertain as to whether the item has changed or the specification is in error, explain the circumstances on an SO-608A.

A specification is considered incomplete when some specification element of the described item has not been reported in a prior collection period. Not all characteristics are easily seen and sometimes a specification element is not discovered until a later collection period. When the specification of an item is not completely reported in a prior collection period, correct the specification in Specification Corrections and Double Asterisk Changes by adding the missing specification element(s). Indicate in a field message the period(s) for which the correction applies.

For example, a physical examination has been priced for six months. The height check and weigh-in was not included in the specification of the service. The Field Representative in reviewing the specification with the respondent identifies that a height check and weigh-in is included in the physical exam. Ask the respondent if the height check and weigh-in are new to the physical examination. If they are new, this is a new item and the Field Representative must make a substitution. If they are not new, the specification was incompletely reported. Make the proper correction for the missing specification elements and indicate in a field message the period(s) for which the correction applies.

3. **When there is a typographical error in a 90-series specification element:**

   Example: The fiber content (a 90-series specification element) of a pair of slacks appears on the schedule as 165% cotton and 35% polyester but the label states that the fiber is 65% cotton and 35% polyester. Determine if the specification element is in error or if the fiber composition of the item has really changed. If the 90-series specification element is in error, correct the element to reflect the true fiber composition. If the item has changed, and the item that should be described in the specification is not expected to be available in the future, do not change the specification. Rather, substitute following the procedures in Chapter 17, Substitutions.

4. **When a purely descriptive Z99(ZZ99) specification element changes:**

If a Z99(ZZ99) specification element is purely descriptive (i.e., it is not a price determining characteristic), any change must be made on the pricing form.

Example: If the Z99 reads, "Sold Mon - Thur" and the item is now sold Monday through Friday, change the Z99 element in Specification Corrections and Double Asterisk Changes.

5. **When the specification is garbled:**

If the preprinted specification is garbled (i.e., confused), and the correct entries are easily discernible, reenter the garbled specification elements in Specification Correction and Double Asterisk Changes. If the specification is so garbled that the specification correction process becomes too complex (i.e., more than three deletions, changed elements, or additions), correct the entire item on a new checklist. Write a field message explaining the reason for the correction. If there is any doubt as to the precise entries, reinitiate the quote (see Chapter 18, Reinitiations).

6. **When a catalog number or catalog page number reported in the specification changes:**

When pricing from a catalog and the same item is carried in the newer catalog, change the catalog number and/or page number in Specification Correction and Double Asterisk Changes on the pricing form.

C. CHANGES TO DOUBLE ASTERISK SPECIFICATION ELEMENTS

Specification elements with double asterisks (**) printed next to the specification element code are elements that the commodity analyst determines may change without a substitution. Examples of double asterisk specification elements are: style numbers on apparel and packaging specification for fruits. (For a further description of double asterisk specification elements refer to Chapter 6, The ELI Checklist.)

When the current item is unavailable but an item is available which meets all the specification elements except for one or more of those elements preceded by double asterisks (**), change the specification to show the specification element(s) that is available. Record the new specification element in Specification Changes and Double Asterisk Changes and report the price for the changed specification. Use the equal probability method to select a double asterisk element if more than one is available. (See Chapter 5, Disaggregation, for a discussion of the equal probability selection method.)

Example: The specification for the current item describes grapefruits packaged in multi-packs. When pricing, the only grapefruit available in the outlet are loose. Because "Packaging" and "Size Represents" are double asterisk specification elements in Other Fresh Fruits (ELI 11041), change the packaging and size specification elements to reflect the item that is available in the outlet.

D. RECORDING SPECIFICATION CORRECTIONS AND CHANGES TO DOUBLE ASTERISK SPECIFICATION ELEMENTS

A price must be reported if a specification correction or a change to a double asterisk specification element is to be made. If the specification correction or a change to a double asterisk specification element cannot be made, circle the appropriate entry in Item Availability and explain in a field message why the specification correction cannot be recorded. Repeat this until the specification correction can be recorded.

To make a specification correction:

1) Determine how many specification corrections need to be made.

   If more than three specification corrections and/or double asterisk specification elements changes have to be made, a new checklist must be completed. (Instructions for completing a checklist are in Chapter 6, The ELI Checklist, and in Chapter 22, Forms Completion.)

   If there are three or fewer specification corrections and/or double asterisk specification element changes to be entered, follow these steps on the pricing form:

   a) Cross out all incorrect specification elements listed on the pricing form.

   b) In the Specification Corrections and Double Asterisk Changes section:

      1) Enter the proper specification element code on the four spaces to the left.

      2) If applicable, write the correct hand entry for the 70, 80, or 90 series specification element code to the right.

2) Enter a field message for all specification corrections explaining the correction and the period(s) for which the correction applies.

For more detailed instructions and examples of specification corrections, refer to Part E of Chapter 22, Forms Completion.

To record a change to a double asterisk specification element:

Recording changes to a double asterisk specification element is the same as recording a specification correction with one exception that a field message is not needed to make a Double Asterisk Specification change.

For more detailed instructions and examples of double asterisk specification element changes, refer to Part E of Chapter 22, Forms Completion.

CHAPTER 17. SUBSTITUTIONS

A. INTRODUCTION

B. WHEN TO SUBSTITUTE

1. The current item is no longer eligible
2. The current item is not available and is not expected to be available in the future
3. New models are available
4. The current item is modified
5. On instruction from the Washington Office

C. REQUIREMENTS THAT THE SUBSTITUTE ITEM MUST SATISFY

D. HOW TO SELECT THE SUBSTITUTE ITEM

E. SUBSTITUTE ITEM WITHIN THE SAME DEPARTMENT

F. PROBLEMS ENCOUNTERED WHEN SUBSTITUTING

G. OVERLAP PRICES

H. RECORDING SUBSTITUTIONS

I. SUBSTITUTING AT THE TIME A REVISED CHECKLIST IS ISSUED

CHAPTER 17. SUBSTITUTIONS

A. INTRODUCTION

A substitution is the selection of a new item, the "substitute item," to replace the item described in the specification, the "current item." The substitute item differs in some characteristic from the current item, but meets the eligibility rules stated in Chapter 11, Meeting The Eligibility Rules - Items At Pricing.

The substitution process attempts to keep the market basket fixed and maintain a continuous flow of prices when the current item can or should no longer be priced. The market basket consists of a large range of goods and services. Once a particular good or service is selected, it will be continually priced over time. This continuous flow of prices will allow the index to show price changes over time. If the particular good or service can or should no longer be priced, another good or service that is very similar to the original should be selected. The selection of a very similar item will maintain the continuous flow of prices. Therefore, the Field Representative, using the checklist as a guide, must attempt to find a substitute item that is very similar to the current item.

For most ELIs, a substitution may be made whenever a substitution is necessary. However, for ELIs that are Washington Office Designated Seasonal, substitution is permitted only during a specified substitution period. For a description of substitution period, see Chapter 15, Seasonal Items: Pricing.

B. WHEN TO SUBSTITUTE

Make a substitution when any of the following conditions is applicable:

1) the current item is no longer eligible
2) the current item is not available and is not expected to be available in the future
3) new models are available (except for new cars, trucks, and motorcycles)
4) the current item is modified
5) on instruction by the Washington Office

1. The current item is no longer eligible:

When the current item no longer meets the item eligibility rules stated in Chapter 11, Meeting The Eligibility Rules - Items At Pricing, select a substitute item.

2. The current item is not available and is not expected to be available in the future:

If the current item is not available and is not expected to be available in the future, then select a substitute item.

If the current item is temporarily unavailable and is expected to be available next collection period, do not substitute. Enter Item Availability Code - TEMP UNAVAIL and explain the situation in a field message. Continue to enter TEMP UNAVAIL and the situation in a field message until instructed by the Washington Office to substitute if no longer available.

3. New models are available:

For some commodities, including new cars, trucks, motorcycles, major appliances and televisions, model changeovers will occur periodically.

When a new model car, truck, or motorcycle is introduced for sale in the outlet, substitute to the new model car when its sales represent 50 percent or more of the total dollar sales of the old and new models. The comparable new model car is determined by referring to form SO-725, The New Car List. The new model truck and motorcycle is the latest model carried by the outlet. If a model is discontinued, substitute following the procedures described in Part D below.

For all other ELI categories, substitute to the new model when the new model is available for sale in the outlet. The new model is the latest model carried by the outlet. As with new trucks and motorcycles, if a model is discontinued substitute following the procedures described in Part D below.

Example:

When the model changeovers occur for appliances such as a refrigerator, the model numbers for the new models are different from the previous models and thus they differ by a price determining characteristic. Even though the model refrigerator is essentially the same as the old model, a substitution to the new model is required.

4. **The current item is modified:**

If the specification does not describe the item that is available in the outlet and the only items available in the outlet differ from the specification by one or more price determining characteristics, then a substitution must be made. For example, the non-double asterisk model number of an item may change even though all other characteristics of the item appear to remain the same. In this situation, a substitution must be made to the new model.

However, if there is an item available in the outlet that differs from the specification by only one or more double asterisk specification elements, then the specification may be changed following the procedures in Chapter 16, Specification Corrections and Double Asterisk Changes.

Example:

The filling material of the cushions on a sofa being priced has changed from latex foam to polyurethane foam. The sofa may look the same and have the same style number; nevertheless, a substitution must be made because the item differs from the specification by a price determining characteristic.

5. **On instruction from the Washington Office:**

Sometimes the Washington Office will send a commodity message instructing the Field Representative to substitute to a new item. The Field Representative must implement these instructions during the collection period in which they are received.

C. REQUIREMENTS THAT THE SUBSTITUTE ITEM MUST SATISFY

The substitute item must meet each of the following requirements:

* be selected during a personal visit. Even if the outlet is normally priced by phone, all substitutions must be made by personal visit.

* be in the same cluster of the ELI as the current item. If no items from the cluster are available, then reinitiate the ELI (see Chapter 18, Reinitiations).

* meet the eligibility rules stated in Chapter 11, Meeting The Eligibility Rules - Items at Pricing.

* have a price. If the price of the substitute item is not available, circle SAME ITEM in Quote Status, and explain in a field message the reason for not making the substitution.

* differ in some price determining characteristic from the current item.[1]

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[1] If an item is available that differs from the current item by only a double asterisk specification element, do not substitute. Follow the specification change procedures in Chapter 16, Specification Corrections and Double Asterisk Changes.

D. HOW TO SELECT THE SUBSTITUTE ITEM

When selecting the substitute item, use the specification elements and their respective codes on the checklist as guides. (See Chapter 6, The ELI Checklist, for a detailed discussion of specification elements and element codes.)

The specification elements are given a hierarchy on the checklist. The hierarchy is as follows:

1) The specification elements whose letter codes begin with A are first in the hierarchy. The importance of the specification element decreases following down the alphabet to those elements whose letter code begins with Y, (e.g., Y1).

2) The specification elements whose codes contain two letters and a number (AA1, AB1, AC1, etc.) are of lesser importance than those that contain a single letter and a number. The double letter specification elements decrease in importance following down the alphabet to YY, the least important specification element.

The number codes of specification elements do not represent a hierarchy, but separate those factors of equal importance.

Example: DEFROSTING

E1 Manual defrost
E2 Self-defrosting, refrigerator only
E3 Self-defrosting, freezer only
E4 Self-defrosting, complete unit

Using specification elements on the checklist to select a substitute item:

In selecting the substitute item, the Field Representative should match as many specification elements as possible, starting at the top of the hierarchy on the checklist. The perfect substitute item would be one that has exactly the same description (specification elements) as the current item, except for the least important price determining characteristic.

When items are available that match the letter but not the number code of a particular price determining characteristic for the current item, try to select a substitute item that matches the adjacent number code.

> Example: A price determining characteristic of the current item is "E3 Self-defrosting, freezer only." No items with the specification element E3 are available. The Field Representative should attempt to select a substitute item with either E2 or E4.

Specification elements with the same letter code, but not adjacent in number code to the specification element describing the current item, are to be considered equally eligible and should be decided among using the equal probability method of selection. (See Chapter 5, Disaggregation, for a discussion of the equal probability method of selection.)

Selecting among two or more equally comparable substitute items:

When two or more items are equally comparable to the current item, select the substitute item using equal probability.

Note: When substituting for items in ELIs with tiered checklists (tiered checklists are described in Chapter 6, The ELI Checklist) use the instructions that are on the back of the checklist to select the substitute item.

E. SUBSTITUTE ITEM WITHIN THE SAME DEPARTMENT

When pricing in departmentalized stores, first try to select a substitute item in the same department in which the current item has been priced, since outlets usually group similar items in the same department. However, if a substitute item that is similar to the current item is available in another department, it may be selected.

F. PROBLEMS ENCOUNTERED WHEN SUBSTITUTING

When attempting to select a substitute item to replace the current item, the Field Representative may be faced with a situation where the only available substitute items have very few specification elements that match those of the current item. In this situation, keeping in mind the order of importance of the elements, select the item whose specification elements match more elements of the current item than any other item. Explain in a field message that the item selected was the best possible substitute item.

All substitute items must be within the same cluster of the ELI as the current item. If no items from the cluster are available, then reinitiate the ELI. (See Chapter 18, Reinitiations, for procedures.)

The substitute item must have a price in order to be reported. If the best possible substitute item in the outlet does not have a price, then circle SAME ITEM in Quote Status, and explain in a field message the reason for not making the substitution.

G. OVERLAP PRICES

The price of the current (or "old") item when a new item is introduced by substitution is called an overlap price. An overlap price, if available, should be entered when a substitution is made. An overlap price is reported for the current item in Price on the pricing form. In addition, an overlap price may be reported for the new item on the checklist if the applicable checklist contains a Previous Period Price and Price Adjunct sections. For examples of how overlap prices are recorded, refer to Part F of Chapter 22, Forms Completion.

Do not provide an overlap price for the current item if:

1) the current item does not meet the item eligibility rules stated in Chapter 11, Meeting The Eligibility Rules - Items At Pricing.

2) the current item is on sale.

H. RECORDING SUBSTITUTIONS

Substitutions are always recorded on a checklist. Circle SUBSTITUTION in Purpose of Checklist on the appropriate checklist and describe the substitute item. Circle TEMP UNAVAIL or PERM UNAVAIL, as appropriate, in Item Availability and SUBSTITUTION in Quote Status on the Pricing Form. For detailed instructions and examples in recording substitutions, see Chapter 22, Forms Completion.

If the substitute item is on sale, report the sale price in Price and report the regular price and the date of that price in a field message. Use standard field message F5 (Last regular price was __________; date of last regular price was ___________).

I. SUBSTITUTING AT THE TIME A REVISED CHECKLIST IS ISSUED

Follow the normal substitution procedures for the current item. If there is an overlap price available for the current item, then report the price on the pricing form. Do not attempt to redescribe the current item using the revised checklist.

Describe the substitute item using the revised checklist. Circle **AVAILABLE** in Item Availability and **SUBSTITUTION** for Quote Status on the pricing schedule, then describe the new item on the revised checklist. (See Chapter 22, Forms Completion, for further information on recording substitutions.)

CHAPTER 18. REINITIATIONS

A. INTRODUCTION

B. REASONS FOR REINITIATION

1. No substitute items are available within the cluster
2. Garbled specification
3. On instruction from the Washington Office

C. IF THE QUOTE CANNOT BE REINITIATED

D. MECHANICS OF REINITIATION

CHAPTER 18. REINITIATIONS

A. INTRODUCTION

Reinitiation is the process of initiating a new item for a quote that has been previously initiated. The purpose of reinitiation is to ensure that the item or group of items being priced
1) adequately represents the price movement of items within the ELI definition, and 2) is within the scope of the ELI.

When a quote is reinitiated the universe of eligible items from which the new item must be selected is composed of all items that satisfy the rules listed in Chapter 4, Meeting The Eligibility Rules - Items At Initiation.[1] Standard disaggregation procedures are used to select the unique item from this universe. (See Chapter 5, Disaggregation, for a review of these procedures.)

B. REASONS FOR REINITIATION

The Field Representative should reinitiate under the following circumstances:

1) No substitute items are available within the cluster.

2) The preprinted specification of the current item is garbled and cannot be identified.

3) On instruction from the Washington Office.

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[1] The universe of eligible items for quotes in Washington Office Designated Seasonal ELIs is limited to those items that were available for sale during the reference period. See Chapter 14, Seasonal Items: Initiation and Reinitiation for a complete treatment of seasonal items.

1. **No substitute items available within the cluster:**

The Field Representative must reinitiate the quote when the current item cannot be priced due to any of the reasons which call for a substitution and a substitute item within the same cluster is not available. The disaggregation universe must include all items in all other clusters of the ELI that are sold in the outlet. If the ELI only contains one cluster and none of the items in that cluster is eligible, then circle DELETION in Quote Status. Explain the deletion in a field message.

Exception: For ELIs where the cluster is preselected (e.g., Motor Fuels ELI 47011,) do not reinitiate if that cluster becomes unavailable. Circle DELETION in Quote Status instead. (The back of the ELI checklist will provide information on preselected clusters, if relevant.)

2. **Garbled specification:**

When the preprinted specification is so badly garbled (i.e., confused) that there is no way to identify the item that was priced, reinitiate the quote.

3. **On instruction from the Washington Office:**

The Washington Office will instruct the Field Representative to reinitiate a quote when: a) there is a change in the ELI definition and a revised checklist is issued; b) the item selected at initiation is out-of-scope; or c) the Washington Office finds that the item being priced is not representative of the price movements of items within the ELI category.

a. A change in the ELI Definition and a revised checklist issued:

If the definition of an ELI changes, the Washington Office may determine that all quotes in the ELI should be reinitiated. A revised checklist will be issued with the new ELI definition. If a quote is to be reinitiated, the Washington Office will indicate in the Monthly Operations Memorandum and on the pricing schedule when to do so. On the pricing schedule, the following messages will print in Action Required:

REINITIATE

USE REVISED CHECKLIST (MM/YY) PROVIDED

Note: Include an overlap price for the current item whenever reinitiating using a revised checklist, unless instructed not to do so. (For a description of "overlap prices," refer to Chapter 10, The Price Reporting Rules. For examples of how to record "overlap prices," refer to Part F of Chapter 22, Forms Completion.)

If you cannot complete reinitiation of a quote, either because a price cannot be reported or the specification cannot be completed, then price the current item with the following procedures:

1) If the current item is available, continue to price it using the old checklist. Do not redescribe the current item using the new checklist.
2) If the current item is out-of-season, circle OUT-OF-SEASON in Item Availability.
3) If the current item is unavailable, but not out-of-season, circle TEMP UNAVAIL in Item Availability.

The Field Representative must explain in a field message or on an SO-608A why the quote cannot be reinitiated. Attempt to reinitiate or complete reinitiation the next collection period using the new checklist. If it is still not possible to complete reinitiation, send a message stating the problem to Washington and await further instructions.

b. **The item selected is out-of-scope:**

Items that do not meet the ELI definition that is printed on the back of the checklist are considered out-of-scope and ineligible for initiation. When an item that is out-of-scope has been initiated, the commodity analyst will respond with the message *REINITIATE* in the Action Required field for the quote. The commodity analyst will also send a commodity message explaining why reinitiation is necessary.

c. **The item priced is not representative:**

The Washington Office may decide that the item being priced is not representative of the price movement of items within the ELI definition and require, through a commodity message or on an SO-608A, that the quote be reinitiated.

C. IF THE QUOTE CANNOT BE REINITIATED

If a quote cannot be reinitiated because the outlet no longer sells, and does not intend to sell in the future, any item in the ELI category, then circle DELETION in Quote Status to delete the quote. Explain the reason for the deletion in a field message.

If the quote cannot be reinitiated because of a temporary situation, and the reinitiation is not the result of a revised checklist:

a) If the current item is still eligible, continue to price and explain the situation in a field message.

b) If there are some specification elements available to partially describe the item selected during reinitiation and the current item is not available, enter the partial specification on the checklist and circle INIT INCOMPLETE for Item Availability on the checklist.

c) If there are no specification elements and the current item is not available, circle INIT INCOMPLETE for Item Availability on the pricing form.

If reinitiation cannot be completed and the reinitiation is the result of a revised checklist, follow the procedures in Part B.3 above.

If a quote cannot be reinitiated, an explanation must be given in a field message.

D. MECHANICS OF REINITIATIONS

In general, a quote may be reinitiated at any time. However, a quote in a Washington Office Designated Seasonal ELI should only be reinitiated during the initiation period (if a designated seasonal food ELI) or during the initiation window (if a designated seasonal non-food ELI). (See Chapter 14, Seasonal Items: Initiation and Reinitiation, for a further discussion of reinitiation of seasonal items.)

To reinitiate a quote, use the standard disaggregation procedures to select a unique item. Reinitiations must be explained in a field message or on an SO-608A unless the reinitiation is at the direction of the Washington Office. The Field Representative may be required to provide Percent of POPS when a quote is reinitiated. Specific instructions will appear in the Monthly Operations Memorandum when Percent of POPS is required. For detailed instructions and examples in recording reinitiations see Chapter 22, Forms Completion.

Reinitiations must be recorded on a checklist. Circle REINIT in Purpose of Checklist and describe the selected item on the checklist. Circle the appropriate code in Item Availability and REINITIATION in Quote Status on the Pricing Form.

If the reinitiated item is on sale, report the sale price in PRICE and report the last regular price and the date of the price in a field message. Use standard field message F5 (Last regular price was ____________; date of last regular price __________).

CHAPTER 19. COMMUNICATIONS

Prompt and accurate communications is one of the most vital elements for the smooth operation of the CPI. Just as Field Representatives need timely information on changes in the procedures and technical interpretation, the Regional and National Offices need to be aware of problems and questions that arise in the field. It is only by getting feedback that misconceptions can be clarified and problems resolved.

This section explains the communications methods used in the CPI.

A. Communications from Field Representatives

Any problems, questions, clarifications, responses to inquiries, or suggestions need to be communicated to the Regional and/or National Office.

In general, these should be referred to your regional supervisor. He/she will either provide a solution or see to it that the National Office provides a prompt response. In many cases, your regional supervisor may suggest that the situation be communicated to Washington in writing either through a field message, an SO-608A, or narrative report. These methods of communicating with the Washington Office are discussed below.

A.1 Field Messages

Enter technical comments that are brief (128 characters or less) and pertain to a specific quote in the Field Message data element of the Pricing Form. If necessary, the commodity analyst will reply via the Commodity Message data element of the Pricing Form or on an SO-608A.

Typical Field Message entries would be: clarifications requested by the commodity analysts, brief explanations of unusual pricing situations, price verifications, reasons for corrections, etc. A previously entered field message will only reappear once in the following collection period. If the message is to be a permanent part of the schedule, enter it in Z99 or ZZ99.

A.2 Information/Clarification Requests, SO-608A

Submit all questions and lengthy comments, that do not require immediate action, on an SO-608A. Transmit the SO-608A with pricing schedules to Washington for response. Field Representatives are encouraged to submit their questions and comments. This promotes uniformity in method of data collection in the field and serves to alert the Washington Office of any uncertainty in its directives. An example of this form can be found in Appendix D - Standard Operating (SO) Forms.

Refer questions or problems that require immediate action, including any problems involving cooperation of the respondent, directly to the regional supervisor by phone.

A.2.a Completing the SO-608A

When filling out an SO-608A, fill out the heading completely.

The following items must be completed in order to process the SO-608A:

1. Region - Enter the number of the BLS region in which pricing is taking place.

2. Field Representative - Enter your name.

3. Month and Year - Enter the month and year that you are pricing.

4. Schedule Number (Outlet Code) - Enter the seven (7) digit outlet code.

5. Establishment/Outlet Name - Enter the name of the outlet that appears on the face sheet.

6. Originator - Enter an "X" in the box marked "PSU."

7. Survey - Enter an "X" in the box next to "CPI" and write in Commodities and Services.

8. PSU (name and number) - Enter the collection PSU name and number for the outlet.

9. Pricing Period - Enter the pricing period to which the schedule has been assigned.

10. ELI and Cluster Code - Enter the ELI and cluster code of the item for which information is required. If information is needed for the entire outlet, list at least one ELI that is priced in the outlet. If information is requested for more than one ELI in an outlet, submit a separate SO-608A for each ELI.

11. Quote Code - Enter the specific quote code of the item for which information is needed.

12. Version Code - Leave this section blank.

Write your message or question on the left side of the form. Be as specific as possible when explaining the problem or asking a question.

If no reply is needed, put an "X" in the no reply requested box on the right side of the form.

A.2.b Transmitting SO-608As

SO-608As should be sent with the regular transmittal of schedules to which they refer. This will assure that the SO-608A will be answered and returned before the next pricing period.

Field Representatives should detach a carbon copy of the SO-608A for their own records and transmit the SO-608A together with pricing schedules to the Washington Office. If an SO-608A applies to a specific outlet or quote, transmit it with that pricing schedule, or if it was written after the schedules have been mailed, send it with the next transmittal of schedules to Washington.

A.3 Narrative Reports

At the end of each on-cycle month, a narrative report should be prepared by each PSU. The purpose of the narrative is to provide insights into local economic conditions, suggest program improvements, evaluate the collection process and raise questions of a general nature (i.e., questions which are not ELI or outlet specific). Questions which require specific answers should not be mentioned in the narrative.

The following format is presented as a guide for the preparation of narrative reports. It is not necessary to limit topics and comments to those suggested.

1. **IDENTIFICATION**

At the top of each narrative, identify the survey, PSU, collection period, and field representative who worked on the survey.

2. **RETAILING TRENDS**

a. Trends in retail sales as affected by local conditions such as strikes, unemployment, increases in cost of materials and/or transportation, etc.

b. Extent of regular sales, e.g., White Sales, Furniture, Harvest, etc., specially purchased merchandise, seconds and irregulars, and other promotional features.

c. Extent of retailer resistance to high prices evidenced by dropping lines, changes in source of merchandise, trading upward or downward, etc.

d. Any other pertinent information regarding local retail trends.

e. Information on proposed or actual changes in:

1. Local sales taxes
2. Electricity
3. Insurance - auto and home
4. Auto registration and driver's license
5. Property taxes and water and sewage charges
6. Services provided by local government from property tax revenues such as garbage collection, sewer services.

3. **CONDUCT OF WORK IN CITY**

   a. General statement on cooperation of respondents.

   b. Effectiveness of changes in schedules, forms and procedures.

   c. Suggestions for improvement and clarification of schedules, forms, manuals, supplemental instructions, procedures, etc.

   d. Problems related to the work, e.g., schedules not received, instructions not clear or understandable, materials delayed in the mail or received in poor condition or not received at all.

A.4 Special Reports

Occasionally, the National or Regional Office may require additional communication from the collection staff regarding the status of data collection activities. Examples of these types of reports are: progress reports or end-of-survey reports, schedule receipt and transmittal dates, and a count of the number of schedules by type of interview code. The Regional Office will advise you when these reports are required and issue instructions for preparing them.

A.5 Time and Travel Reports

Use procedures established by your Regional Office to report time spent and travel costs incurred while collecting data. Refer all questions and problems regarding time and travel cost reporting to your regional supervisor.

B. Communications from Washington Office

There are a number of established methods by which the Washington Office communicates with Regional staff. These methods include: Operating Instructions, manual replacement pages (updates), SO-608As, commodity messages, and schedule messages.

B.1 Operations Memoranda

Each month the Washington Office issues an Operations Memorandum which supplements, updates and clarifies collection procedures. Each Operations Memorandum is numbered with a code consisting of the year and month it is issued, e.g., 87-03 for March 1987.

An operations memorandum may contain one or more supplements. On the first page of the supplement a notation such as Supplement I to 87-03 is entered. This indicates that these instructions pertain to the same period of time as the 87-03.

Included in the Operations Memorandum are:

- Pricing period dates
- Schedule transmittal deadlines
- Special transmittal instructions
- Synopsis of new or revised procedural and operations instructions
- Lists of revised checklists and other materials issued for that collection period
- Special time or progress reporting instructions
- Appropriate time reporting codes
- Calendar of Scheduled National Office Training and cities involved in Sample Rotation and link pricing

Information found in the Operations Memorandum must be used for two months. Generally, after that time, special instructions will be incorporated in the DCM or as checklist instructions. In rare instances the special instruction will be carried for a longer period of time, in which case, follow the instruction issued in the current Operations Memorandum.

B.2 Data Collection Manual Updates

When procedures change, pages incorporating these changes will be issued for this manual. Each month the Operations Memorandum must be consulted in order to determine if any manual replacement pages are being issued. If pages have been issued, verify that they have been received in the PSU prior to the start of the first pricing period. If they have not, notify your regional supervisor. All manual replacement pages are dated (month and year). The procedural changes are highlighted with the following symbols: * | for change, + | for addition, and - | for deletions. Prior to beginning collection, study the revised procedures carefully to acquaint yourself with the changes. Remove the outdated page and insert the current one in your DCM. Manual replacement pages are effective the month to which the Operations Memorandum pertains. It is each Field Representative's responsibility to keep his/her Data Collection Manual current at all times.

B.3 Messages on Schedules

There are four major types of messages generated on a pricing schedule: field messages, commodity analyst messages, schedule messages, and action required messages.

FIELD MESSAGES
COMMODITY MESSAGES
SCHEDULE MESSAGES
ACTION REQUIRED MESSAGES

See Chapter 8 - The Pricing Schedule for details regarding these messages.

B.4 Information/Clarification Request, SO-608A (Washington Originated)

If Washington wants a more detailed explanation of certain pricing practices, an SO-608A will be sent. The SO-608A normally will be used only for specific problems and not as a general information message.

In order for the Washington Office to know that each SO-608A originated by Washington is actually received in the field, **ALL SO-608As MUST BE RETURNED TO THE WASHINGTON OFFICE WITH A RESPONSE.**

Your response should be entered in the reply section of the SO-608A. If your reply indicates that a correction to the schedule is necessary, be sure that the correction is made. It is not sufficient to merely explain via the SO-608A the solution to the problem. Necessary corrections to the schedules must be made by the Field Representative.

In some cases it may not be necessary to enter a detailed answer on an SO-608A. For example, the answer might be entered in field message or the problem might be resolved through entering a specification correction. Even if a written response is not required, some notation should be made on the SO-608A to verify that the problem was resolved. For control purposes even when the problem is resolved in a field message or by a specification correction, it is necessary to return the SO-608A to Washington, with an indication that the required action has been taken. This procedure will also be in effect for SO-608As originated from the field.

CHAPTER 20. OPERATIONS - PRICING

This chapter discusses the tasks which must be performed to assure efficient, accurate, and timely price collection and the transmittal of this data to Washington each month.

A. Checking-in Collection Materials

A.1 Materials Required

The following materials should be received in each PSU prior to the start of data collection.

A. **Materials transmitted from Washington:**
   1) BLS 3400, Pricing Facesheet
   2) BLS 3401, Pricing Forms
   3) BLS 3400B, Revised ELI Checklists (if applicable),
   4) Commodities and Services Transmittal Control List
   5) Monthly CPI Operations Memorandum
   6) SO-608As, Information/Clarification Requests (if applicable)

Examples of these forms can be found in Appendices C and D.

B. **Materials transmitted from the Regional Offices:**
   1) Data Collection Manual Updates (if applicable)
   2) All other reference materials and collection supplies, i.e., file copies of checklists, binders, pencils, etc.

A.2 Collection Forms

The Pricing Schedules, the Commodities and Services Transmittal Control List, SO-608A's, and revised checklists, are transmitted in four separate shipments from Washington. Bi-monthly schedules are transmitted by the 20th of the month preceding the start of the collection month. Monthly schedules should be received in the PSU at least one day before the start of each pricing period. The monthly CPI Operations Memorandum is transmitted with the shipment of pricing period one monthly schedules.

The Data Collection Manual Updates should be received and reviewed before the start of pricing period one. Other materials from the Regional Office are transmitted as required.

Transmittal Control

A computer generated Commodities and Services Transmittal Control List accompanies each batch of schedules transmitted for pricing. A separate transmittal form is generated each pricing period for each assignment in the PSU. The following information is included on the transmittal form.

1) PSU Code and PSU Title
2) Assignment Number
3) Collection Period and Pricing Period Dates
4) Outlet Sequence
5) Outlet Number
6) Number of Pages per Schedule
7) Number of Quotes per Schedule
8) Outlet Name
9) Four Columns for Checking Schedules in and out
10) Totals for Number Schedules, Quotes, and Pages

See Appendix D for an example of the Transmittal Control List.

When schedules are received, leave them in numerical order. Log-in each schedule by placing the month and day received in the "FLD-IN" column. There should be a schedule for every outlet code for which a checkmark appears in the "WSH-OUT" column.

A.3 CPI Operations Memorandum

Review the CPI Operations Memorandum for Special Instructions, revised ELI Checklists, and manual changes. Give special attention to the collection dates and transmittal dates for the pricing period.

A.4 Reporting Missing Materials

When any necessary materials are discovered to be missing from the transmittals, contact the regional supervisor immediately. This applies to pricing schedules, revised checklists, manual updates, operational memoranda, and responses to previously submitted SO-608As.

1. Schedules

When an entire transmittal or any part of the transmittal is missing, the regional supervisor should be contacted as follows:

a) For bi-monthly, if schedules or any part of the schedules have not arrived by the 25th of the month preceding the start of the collection month.
b) For monthly, if schedules have not arrived a day before the start of the pricing period.

The Regional Office will then notify the Office of Field Operations (OFO) in Washington. The schedules will be regenerated that evening and mailed to the designated address the following day. If, in the meantime, the original set of schedules arrive in the PSU, Washington should be notified in order to avoid the duplicate schedule generation and/or transmittal. The bi-monthly schedules will be transmitted via priority mail, while monthly schedules will be transmitted via a 1-day service courier.

2. Other Missing Materials

When materials other than schedules are not received, follow the same instructions as you would for missing schedules.

B. Organizing PSU Sample

After receiving all collection materials, separate the schedules by personal visit and telephone collection. Make sure schedules with instructions for "personal visit only" are done at the beginning of the pricing period. Remember to group schedules with "Personal Visit Required" messages with the other schedules which are collected by personal visit.

B.1 Personal Visit Schedules

Sort personal visit schedules by geographic area to aid in planning an efficient and cost effective chronological collection route. Attention should be given to the contact time, instructions, and the type of business. To the extent possible, price monthly schedules early in the pricing period. Do not visit the same area twice to collect monthly and bi-monthly schedules separately.

Other factors to consider when organizing a daily workload include respondent cooperation, number of quotes in the outlet, expected frequency of substitution on those quotes, and whether reinitiation of any quotes is required. These factors will impact the efficiency of collection and time required to price.

Within an outlet, when there are multiple quotes to be priced, it is the responsibility of the Field Representative to organize the pricing of the quotes in an efficient manner. The Field Representative should use the Arranging Code and the Department/Respondent List (SO-614) when appropriate to ensure efficient data collection.

B.2 Preparing Daily Workloads

Separate the schedules into daily workloads (if not already assigned). Place the schedules in binders or folders with file copies of the ELI checklists and any pertinent SO-608As (Information/Clarification Requests). Use dividers between schedules to preserve confidentiality. Dividers should never contain outlet information that is easily accessible to someone other than the Field Representative.

C. Schedule Set-up

A complete schedule consists of:

1) Pricing Schedule Facesheet
2) Quote Summary Form
3) Pricing Form(s) (for each quote)
4) ELI Checklists (file copy for each quote)

The binder holding the workload for the current day should also contain the following:

1) SO-616, Pricing Codes Sheet
2) SO-715, Conversion Table
3) BLS 3400A.1 and BLS 3400A.2, Disaggregation Worksheets
4) SO-738, Seam Identification Sheet (when pricing apparel)
5) Blank SO-608A Information/Clarification Request Forms
6) SO-725, New Car List (when pricing new cars)
7) Percent of POPS Worksheets (when needed for initiation or reinitiation)
8) SO-614 Department/Respondent List
9) SO-1226 Maintenance and Repair Illustrations (when pricing home maintenance)

C.1 Checklists

ELI Checklists (BLS 3400B) list the pertinent item specifications. From these forms, the pricing characteristics are initially entered into the CPI system. (Refer to Chapter 6, The ELI Checklist.)

Revised checklists are issued to update or expand applicable data elements to facilitate effective collection of price data. When revised checklists are issued, they will be included with each schedule in the issue month.

Retain the old checklists for reference during pricing. After pricing is completed, discard the old checklists. Be sure the office supply of checklists has been replaced.

C.2 Materials in the Binder

The Pricing Codes Sheet, SO-616, is printed on card stock. The following information is listed on the SO-616:

1) Type of Interview Codes
2) Standard Unit of Size Abbreviations
3) Character Limits (Selected Fields)
4) Disaggregation of Five of More Quotes
5) Item Availability and Quote Status Table
6) Standard Field Messages
7) Standard Commodity Messages
8) Percent of POPS Non-Response Codes
9) Disaggregation Method Identification Codes
10) Suggested Abbreviations

Include one SO-616 in each binder as a reference for the above information.

The Conversion Table, SO-715, is printed on card stock. This form gives the conversion of pounds to ounces, fractions to decimals, liters to ounces, and other volume, weight, and distance measurements.

Use the Disaggregation Worksheets, BLS 3400A.1 and BLS 3400A.2, when initiating or reinitiating an item.

The SO-738, Seam Identification Sheet is printed on card stock. This sheet describes and illustrates the various types of seams found when pricing apparel.

The SO-725, New Car List is printed on card stock. This gives special instructions for substituting to a new model year and lists the cars eligible for substitution.

SO-608A, Information/Clarification Request forms are printed on multiple carbon copy paper. This is a two-way communication form used for communications between the Field Representatives and the Washington Office. Any questions relating to pricing of the outlet should be transmitted to Washington using this form.

C.3 Other Reference Materials

1) The C&S Respondent Reference Directory lists the outlet number, collection period, name and address of outlet, and other outlet reference information. This report is issued three months after link for sample rotation PSUs and annually for all PSUs.

2) The Item/Outlet Status Report lists by ELI Code and Title, Outlet code and name, with a total number of outlets and a total number of quotes. This report is issued three months after link for sample rotation PSUs and annually for all PSUs.

3) The Outlet Directory, SO-610, lists in numerical order the outlet codes along with the names and addresses of the outlets. Also provided are the ELIs, POPS Categories, Seasonal Designation, and the number of quotes in each outlet. This listing is issued at the start of Sample Rotation.

D. Survey Activities

D.1 Pricing Periods

D.1.a Pricing Period Dates

The pricing period dates indicated at the top of the pricing schedule are mandatory. All price collection must be completed within the stated time frame. Outlets which cannot be completed within the specified time frame must be coded 19 and returned with the regular transmittal of schedules. Only Elementary and High School Tuition and Fixed Fees (ELI 67021), College Tuition and Fixed Fees (ELI 67011), and College Textbooks (ELI 66011) are exempt from this rule; they must be completed and mailed by the last mail date of the third pricing period. Bi-monthly cities may have two pricing periods for pricing Tenants Insurance (ELI 35011) and Automobile Insurance (ELI 50011).

D.1.b Transmittal Dates

Mandatory transmittal dates have been established for each pricing period. These deadlines must be maintained. Pricing periods and transmittal deadline dates can be found in the monthly CPI Operations Memorandum and in Appendix A of this manual.

D.2 Schedule Review

Each Field Representative must thoroughly review all of his/her completed schedules before transmitting to Washington. When reviewing pricing schedules, make sure that all appropriate entries have been made and are legible. If checklists are included with the schedules, be sure the identifying information at the top of the checklist is complete and that all appropriate specification elements have been entered.

D.3 Updating Binders and Materials After Collection

Binder contents may vary among assignments. Typically, when price collection is completed, the binders should be updated by replacing any collection forms that were used during pricing as well as making sure the latest version of the checklist, properly completed, is in the binder. If an SO-608A was written concerning an outlet, a copy should be kept in the binder. If a list of outlet numbers, names, and addresses is in the binder, this should be updated if the address changed or the outlet was deleted during pricing.

D.4. Transmittal of Schedules

D.4.a Timing

For all on-cycle PSUs (PSUs in which all items in the market basket are priced that specific month) two transmittals per pricing period are required. The first transmittal must be made no later than the first day indicated by the monthly operations memorandum. The second and final transmittal must be transmitted by the last day of the pricing period, but can be transmitted earlier if all schedules have been completed. Off-cycle PSUs (PSUs in which only certain items in the market basket are priced in that specific month) are required to transmit schedules by the end of the pricing period, but may make an interim transmittal if desired.

D.4.b Grouping Schedules

Schedule materials must be grouped in the following order for transmittal at pricing:

1) Pricing Schedule Facesheet
2) Quote Summary Form
3) Department/Respondent List, SO-614 (if applicable)
4) Pricing forms (with completed checklists, if applicable, interleaved with the pricing form to which each checklist applies)
5) Percent of POPS worksheets (All applicable Percent of POPS worksheets should be bound together)

Monthly and bi-monthly schedules, by assignment number, must be batched separately by rubber band, paper clip, etc. A transmittal form must be prepared for each batch, but they may be mailed in the same TRANSAC. IF AT ALL POSSIBLE, TRY TO AVOID SEPARATING SCHEDULES with the same assignment numbers. If unavoidable, the surplus schedules should be banded separately with a carbon of the computer generated transmittal form, and mailed separately or with another group of schedules. If TRANSACS are not available, use Jiffy Bags, be sure to mail to Code 49 and mark the bag PRIORITY MAIL. Schedules for telephone contacts do not need to be separated from personal visit contacts. Do not mail Housing and C&S schedules together.

Responses to Washington generated SO-608As or field generated requests should be transmitted in the same batch of schedules to which they apply.

D.4.c Computer Generated Transmittal Forms

At the end of the pricing period, transmit the remaining schedules using the computer generated transmittal form. Be sure to enter the date in "FLD-OUT" for the remaining schedules.

D.4.d Interim Transmittals

All interim transmittals of schedules and related materials sent to Washington must be accompanied by a carbon copy of the computer generated transmittal form you received from Washington. All materials transmitted to the Regional Office should also be accompanied by an SO-3.

D.4.e Transmittal Methods

When transmitting materials to Washington, always send Priority Mail unless otherwise instructed.

If it becomes necessary to mail schedules via courier, i.e. DHL, please be sure to address the transmittal as follows:

DEPARTMENT OF LABOR
BUREAU OF LABOR STATISTICS
600 E. ST. N.W.
WASHINGTON, D.C. 20212
ATTN: CPCS/Data Processing Services

D.4.f Transmit materials as indicated below:

1) When using the transac with the reversible address card, transmit the schedule materials to Washington, Code 49:

2) Transmit narrative reports according to Regional Office instructions.

D.5. Time Reporting

D.5.a PAS Codes

Program Analysis Structure (PAS) codes are 5 digit time reporting codes that are used to track the time expended on each pricing activity. Separate PAS codes are assigned to each of the component CPI surveys. The last digit of the PAS code entered on the SO-1 is used to indicate a sub-group or special activity within the major survey. PAS code information is used to develop travel and collection time estimates for future surveys and to monitor performance on current surveys.

The PAS codes to be used are noted each month in the Operations Memorandum. Special PAS codes will be issued as required.

D.5.b Activity Codes

Activity codes are used to identify a specific activity associated with a PAS code. The Activity codes to be used are as follows:

190 - Writing of Narrative Report
500 - Personal Visit Collection
510 - Telephone Collection
700 - National Office Sponsored Training
740 - On-the-job Training (OJT) Received
801 - Annual and Sick Leave Taken
802 - Administrative and Holiday Leave Taken

Activity Codes 150 and 160 (Preparation of Survey Materials and Survey Processing and Control) may be used by PSU coordinators or by those persons performing the coordinator's duties.

Activity Code 170 (Schedule Review and Technical Guidance) should not be used by part-time field staff.

Charge time spent reviewing completed schedules to activity 500, Data Collection. Washington Office requires that time be taken to recheck all entries on one's own schedules prior to transmittal.

Area Code (Blocks 36-39 on SO-1) must be recorded for all activity codes except for 800 series Leave Codes such as Annual and Sick Leave.

CHAPTER 21. OPERATIONS - SAMPLE ROTATION

INTRODUCTION

Outlet Sample Rotation is a continuous process which provides an objective means of maintaining the outlet sample as firms disappear from the market place, new outlets come into existence, or consumers change the type of outlets in which they shop.

To achieve this objective, a Point-of-Purchase survey is conducted by the Bureau of the Census in one-fifth of the 94 pricing areas (PSUs) each year. The results of these surveys are used to select a new sample of outlets for each pricing area covered. Thus, over the course of a five-year period, the entire CPI outlet sample will be updated.

The first round of CPI Sample Rotation Initiation began in September of 1978 and was conducted in all PSUs on a staggered basis or 5 year cycle. Approximately 17 cities are reinitiated each year. The PSUs scheduled for Rotation are listed in the Monthly Operations Memorandum.

1. Universe Sample Refinement

After the outlet names for the new sample are received from the Census (information from the Point-of-Purchase Survey), it is processed at BLS and sent to each PSU for a process known as Universe Refinement. This computer print-out arrives in the PSU approximately 4 to 6 months prior to the start of Sample Rotation for that Rotation year.

Universe sample refinement involves verifying and standardizing the name and address of each outlet provided by the Point-of-Purchase Survey, identifying duplicate entries and adding further identifying information such as shopping center names.

Universe Sample Refinement insures that the outlet can be located when Sample Rotation starts and provides the Field Representative with a correct address label (printed on the computer in Washington) for mailing Introductory Letters prior to the start of Rotation.

2. Initiation

With the exception of the five monthly PSUs, each PSU is given three consecutive months in which to initiate the rotation outlets. The five monthly PSUs have four months. For existing PSUs initiation is scheduled to begin in an off-cycle month. For those PSUs coming into the survey for the first time, initiation will begin in an on-cycle month. One week prior to the start of collection has been set aside for PSU set-up.

Initiation may be accomplished throughout the initiation period, irrespective of pricing periods. However, for existing PSUs, pricing and transmittal of the existing sample has priority. The three six day pricing periods must be adhered to, and the two transmittals per period must be maintained. The first month the outlet is priced after the completion of Sample Rotation is known as the link month.

3. Seasoning

Seasoning pricing will occur in the three months following the scheduled end of the initiation period. During this time, Field Representatives will be pricing schedules which were initiated during the initiation period. The data collected during seasoning will not be used for index calculation purposes. Seasoning will allow Field Representatives to gain data collection experience prior to link month.

4. Link Month

Link month is in most cases, with exception to the new PSUs, the third month after the end of Sample Rotation, and it must be an on-cycle month for pricing.[1] During the period between the end of Rotation and the beginning of Link, regular pricing proceeds for the old sample. New PSUs will be involved in a "seasoning" period. See Sample Rotation Operations Memorandum number 86-1 for details.

The quotes used for index publication that month are those from the old sample. During the link month, a full pricing of both old and new samples must be completed. In the subsequent on-cycle month, only the new sample is priced. The old sample is then dropped except for those required to maintain strata sufficiency.

5. Training

Sample Rotation training courses are held for all staff members, both part-time, and full-time Field Representatives, who are to be involved in the initiation of sample rotation outlets. Training sessions are conducted by members of the Branch of

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[1] See Sample Rotation Operations Memorandum for treatment of new PSUs.

Program Related Training and last four days. This training session covers initiation procedures, new POPS categories, interviewing techniques and a review of more complex POPS categories.

6. Sample Rotation Operations Memorandum

A separate Sample Rotation Operations Memorandum is provided for sample rotation issues. This memorandum contains detailed information and instructions concerning sample rotation, seasoning, and link. It must be used by all staff participating in sample rotation initiation and pricing.

CHAPTER 22. FORMS COMPLETION

A. INTRODUCTION

B. COMPLETING THE 3400 - PRICING FACESHEET

C. COMPLETING DEPARTMENTAL LEVEL DATA ELEMENTS

D. PRICING THE CURRENT ITEM

E. RECORDING SPECIFICATION CORRECTIONS FOR NON-COMPONENT PRICES

F. RECORDING INITIATIONS, INITIATION COMPLETIONS, SPECIFICATION CORRECTIONS, SUBSTITUTIONS, REINITIATIONS, AND CHECKLIST REVISIONS

G. CORRECTIONS

H. PRICING WITH COMPONENT PRICES

CHAPTER 22. FORMS COMPLETION

A. INTRODUCTION

During pricing, prices and related price data for the CPI are collected on a computer generated schedule. The Pricing Schedule includes the Facesheet and Quote Summary Form (BLS 3400) and the Pricing Forms (BLS 3401).

All changes or entries on the schedule are electronically captured for computer processing. Write each entry neatly and in the prescribed format. The format for each entry is described below.

NOTE:

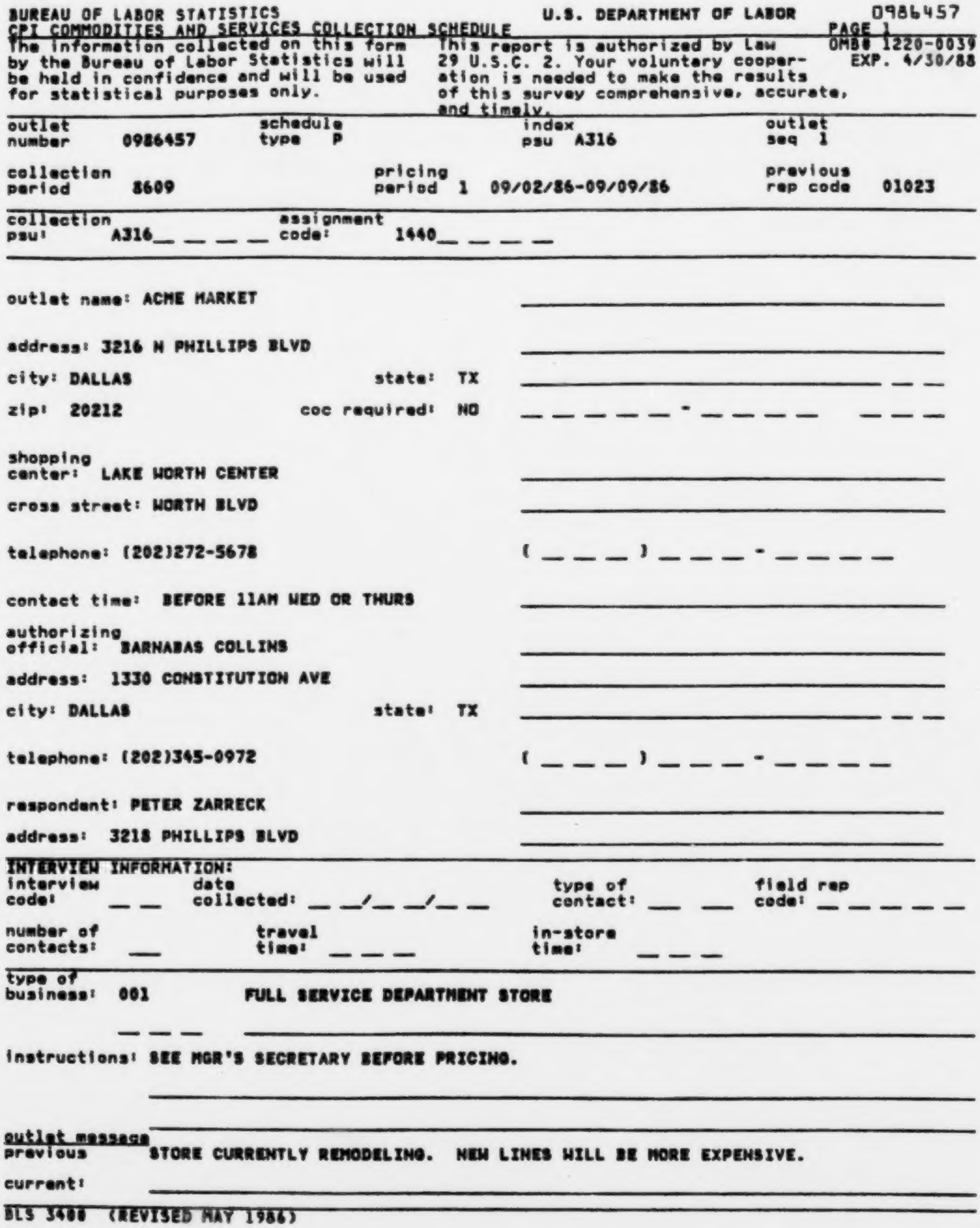
This chapter provides procedures for completing the Pricing Schedule. The detailed procedures and rules of required action for initiation and pricing are found in Sections II, III, and IV of this manual.

B. COMPLETING THE 3400 - PRICING FACESHEET

The first page of the collection schedule is the facesheet. The facesheet contains information about the outlet, the respondent, and the interview. Much of the information on the facesheet is preprinted, based on information obtained at initiation and from the previous collection periods.

Refer to this example of the BLS 3400 Facesheet throughout this section.

BLS 3400 - COLLECTION SCHEDULE FACESHEET



BUREAU OF LABOR STATISTICS   U.S. DEPARTMENT OF LABOR   0986457
CPI COMMODITIES AND SERVICES COLLECTION SCHEDULE   PAGE 1

The information collected on this form by the Bureau of Labor Statistics will be held in confidence and will be used for statistical purposes only.

This report is authorized by Law 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

OMB# 1220-0039
EXP. 4/30/88

outlet number 0986457   schedule type P   index psu A316   outlet seq 1

collection period 8609   pricing period 1 09/02/86-09/09/86   previous rep code 01023

collection psu: A316_ _ _ _   assignment code: 1440_ _ _ _

outlet name: ACME MARKET

address: 3216 N PHILLIPS BLVD

city: DALLAS   state: TX

zip: 20212   coc required: NO

shopping center: LAKE WORTH CENTER

cross street: WORTH BLVD

telephone: (202)272-5678   (_ _ _) _ _ _ - _ _ _ _

contact time: BEFORE 11AM WED OR THURS

authorizing official: BARNABAS COLLINS

address: 1330 CONSTITUTION AVE

city: DALLAS   state: TX

telephone: (202)345-0972   (_ _ _) _ _ _ - _ _ _ _

respondent: PETER ZARRECK

address: 3218 PHILLIPS BLVD

INTERVIEW INFORMATION:

interview code: _ _   date collected: _ _/_ _/_ _   type of contact: _ _   field rep code: _ _ _ _ _

number of contacts: _   travel time: _ _ _   in-store time: _ _ _

type of business: 001   FULL SERVICE DEPARTMENT STORE

instructions: SEE MGR'S SECRETARY BEFORE PRICING.

outlet message
previous   STORE CURRENTLY REMODELING. NEW LINES WILL BE MORE EXPENSIVE.

current:

BLS 3400 (REVISED MAY 1986)

QUOTE SUMMARY FORM

OUTLET NUMBER 0986457

PAGE 2

OUTLET NAME ACME MARKET

QUOTES PRICED IN THIS OUTLET (FOR REFERENCE ONLY)

QUOTE CODE	ELI TITLE (INCLUDING SEASON)/ *ACTION REQUIRED	ELI-CLUSTER	POPS CAT	LAST REV
001	FLOUR	01011	105	5/86
002	OTHER FRESH FRUITS - JAN/JUN *NOTE AND FILE REVISED CHECKLIST *SEE COMMODITY MESSAGE	11041	108	5/86
003	OTHER FRESH FRUITS - JUL/DEC *WASHINGTON OFFICE DESIGNATED SEASONAL ELI *PRICE IF AVAILABLE - DO NOT SUBSTITUTE *NOTE AND FILE REVISED CHECKLIST	11041	108	5/86

FIELD REPRESENTATIVE WORK SPACE (THIS INFORMATION WILL NOT BE USED BY WASHINGTON OFFICE)

HEADING INFORMATION

The following information is preprinted in the heading of the facesheet. This heading is for information only. MAKE NO CHANGES, ADDITIONS, OR DELETIONS TO THE INFORMATION PRINTED IN THE HEADINGS.

1. Schedule title
2. Department of Labor
3. Outlet number
4. Page number
5. Statement of voluntary cooperation
6. Statement of confidentiality
7. OMB (Office of Management and Budget) approval number and the EXP (Expiration Date)

OUTLET IDENTIFICATION

Information about the outlet, outlet location, and the respondent is preprinted if reported during the previous collection period. All elements that may require a Field Representative entry are followed by a colon, line and/or spaces to enter this information. Use the following guidelines when making entries in Outlet Identification.

1. Each data element entry has character limits. The limits for each data element are listed in the following section.
2. Do not change any entry that is not followed by a colon, line, and/or spaces for making this change.

You may change, add, or delete information on the facesheet.

Example of each:

CHANGE - Make changes to the data element by crossing out the entire preprinted entry and writing the new entry on the line beside or below the preprinted entry.

EXAMPLE: telephone: ~~(212) 252-9170~~ (212)247-3124

ADD - Add data by entering the new data beside the preprinted data element.

EXAMPLE:
address: 600 E ST NW

DELETE - Delete data by crossing out the preprinted entry.

EXAMPLE: contact time: ~~EARLY TUESDAY MORNING~~

DO NOT CHANGE THE INFORMATION NEXT TO THE FOLLOWING DATA ELEMENTS OF THE FACESHEET

A) Outlet Number
B) Schedule Type
C) Index PSU
D) Outlet Seq
E) Collection Period
F) Pricing Period
G) Previous Rep Code

DO NOT CHANGE THE INFORMATION NEXT TO THE PRICING PERIOD DATA ELEMENT ON THE FACESHEET. YOU MAY REQUEST A CHANGE TO THE PRICING PERIOD BY WRITING AN SO-608A. (See chapter 8, THE PRICING SCHEDULE)

DO NOT CHANGE THE INFORMATION NEXT TO THE FOLLOWING DATA ELEMENTS OF THE FACESHEET WITHOUT APPROVAL FROM THE REGIONAL SUPERVISOR

A) Collection PSU
B) Assign. Code

MAKE ENTRIES TO THE FOLLOWING DATA ELEMENTS ON THE LINE TO THE RIGHT OF THE PREPRINTED ENTRY SPACE

A) Outlet Name
B) Address
C) City
   State
D) Zip
   COC Required
E) Shopping Center
F) Cross Street
G) Telephone
H) Contact Time
I) Authorizing Official
J) Address
K) City
   State
L) Telephone
M) Respondent
N) Address

INTERVIEW INFORMATION

The interview information is blank on each facesheet. Complete all entries which appear in this section. Below is a list of data elements which appear in the Interview information section. These are defined in Chapter 8, The Pricing Schedule.

A) interview code*
B) date collected
C) type of contact
D) field rep code
E) number of contacts
F) travel time
G) in-store time

*The Interview Codes are:

11 - Action taken on at least one (1) quote, Field Representative can return to the outlet.

12 - No quotes available. (cancels outlet)

19 - Unable to price during pricing period.

21 - Refusal.**

22 - Out-of-business. (Cancels outlet)**

23 - Seasonal Outlet.

24 - Unable to locate. (Cancels outlet)**

25 - Outside the pricing area. (Cancels outlet)**

26 - Outlet has moved. Enter only after contacting the Regional Office AND Washington Office approval. (Cancels outlet)**

27 - Out-of-scope**

** Enter only after contacting the Regional Office.

TYPE OF BUSINESS

This space is designated for entering the Type of Business Codes which are listed in Appendix B.1. Enter only the Type of Business code number. The title will automatically print.

You may CHANGE, or Add the Type of Business Code.

CHANGE- Change the Type of Business by crossing out the entire preprinted entry and entering the code number in the space provided.

type of business: ~~001~~ ~~FULL SERVICE DEPARTMENT STORE~~
002

ADD- Add the Type of Business by entering the code in the spaces provided.

type of business: 001

INSTRUCTIONS

This space is designated for entering special instructions concerning the outlet and interview. These instructions become a permanent part of the schedule.

You may CHANGE, ADD, or DELETE the instructions.

CHANGE- Change the instructions by crossing out the entire preprinted entry and entering the instructions in the space provided.

instructions: ~~CHECK-IN AT FRONT OFFICE BEFORE PRICING~~
Check-in at customer service desk
before pricing

ADD- Add the Instructions by entering them in the spaces provided.

instructions: Check in at front office before pricing

DELETE- Delete the instructions by crossing out the preprinted entry.

instructions: ~~CHECK IN AT FRONT OFFICE BEFORE PRICING.~~

OUTLET MESSAGE

This space is designated for Outlet Messages. This message appears only once following the collection period in which it is entered.

You may ADD an Outlet Message.

ADD- Add the outlet message by entering the message in the space provided.

outlet message
previous
current: outlet under new management

FIELD REPRESENTATIVE WORK SPACE

This area is located on the Quote Summary Form and is provided for the use of the Field Representative. (No entries in this space will be used by the Washington Office.) Do not leave any important notes here which you wish to use again as they will not appear on the schedule the next collection period.

CHARACTER LIMITS

Below is a list of data elements which appear on the facesheet along with the maximum number of characters which may be entered in the alloted space.

Collection PSU	4 alphanumeric characters
Assignment Code	4 alphanumeric characters
Outlet Name	35 alphanumeric characters
Outlet Address	35 alphanumeric characters
City	27 alphanumeric characters
State	2 alphanumeric characters
Zip Code	9 numeric characters
COC Required	3 alphanumeric characters
Shopping Center	35 alphanumeric characters
Cross Street	35 alphanumeric characters
Telephone	10 numeric characters
Contact Time	35 alphanumeric characters
Authorizing Official	35 alphanumeric characters
Address of Official	35 alphanumeric characters
City	27 alphanumeric characters
State	2 alphanumeric characters
Telephone	10 numeric characters
Respondent	35 alphanumeric characters
Address	35 alphanumeric characters
Interview Code	2 alphanumeric characters
Date Collected	6 numeric characters
Type of Contact	2 alphanumeric characters
Field Rep Code	5 numeric characters
Number of Contacts	1 numeric character
Travel Time	3 numeric characters
In-store Time	3 numeric characters
Type of Business	3 alphanumeric characters
Instructions	128 alphanumeric characters
Current Outlet Message	64 alphanumeric characters

C. COMPLETING THE DEPARTMENT LEVEL DATA ELEMENTS

Complete the Department/Respondent List, Form SO-614, if the outlet is departmentalized and pricing would be more efficient if the quotes priced in each department were grouped together. The quotes will then appear in the pricing schedule grouped by department with the information about the department appearing before each grouping of quotes. Procedures for completing Form SO-614 can be found in Chapter 6.

Use the SO-614 when component prices for a quote are obtained at more than one outlet. This situation may occur when repair services are priced and prices for parts are obtained from the parts dealer or distributor.

Complete an SO-614 whenever you want to arrange quotes by department, add new departments, or rearrange the departments in an outlet. See Section 23.C for procedures for rearranging quotes within a department.

Follow the guidelines for data entry used on the BLS 3400 Facesheet for making changes, additions, or deletions to the departmental information.

1. All data elements have character limits. The limits for each data element are listed in the following section.

2. Do not change any entry that is not preceded by a colon.

Department information appears on the BLS 3401 in the following format:

DEPTMENT A NAME: PRODUCE
RESPONDENT: WHITE RABBIT
LOCATION: LEFT SIDE

You may change, add, or delete Department Information.

CHANGE- Make changes to the data element by crossing out the entire pre-printed entry and writing the entire new entry above the preprinted entry. (Do not change the DEPT data element.)

EXAMPLE: RESPONDENT: Joe Martin ~~WHITE RABBIT~~

DELETE- Make deletions by crossing out the pre-printed entry.

EXAMPLE: LOCATION: ~~BACK OF STORE~~

ADD- Add an entry by entering the data to the right of the identifier.

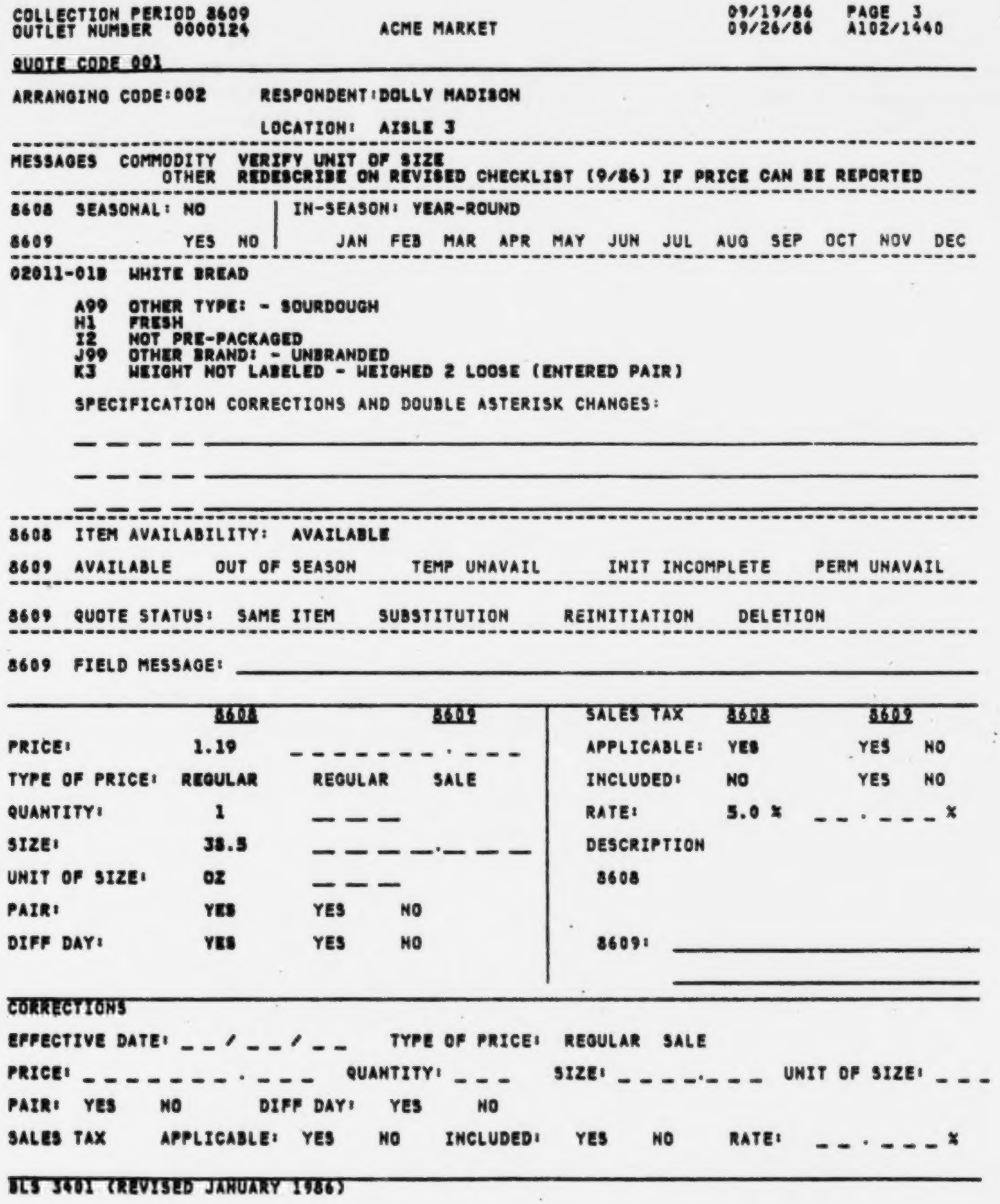
EXAMPLE: LOCATION: Aisle 3B

CHARACTER LIMITS

Department Name	25 alphanumeric characters
Department Respondent	25 alphanumeric characters
Department Location	25 alphanumeric characters

D. PRICING THE CURRENT ITEM

Each item priced in an outlet is a quote. The description of each item and the space to record current price information are printed on the BLS 3401, Pricing Form, in the following standard format:



COLLECTION PERIOD 8609 | 09/19/86 PAGE 3
OUTLET NUMBER 0000124 | ACME MARKET | 09/26/86 A102/1440

QUOTE CODE 001

ARRANGING CODE:002 RESPONDENT:DOLLY MADISON
LOCATION: AISLE 3

MESSAGES COMMODITY VERIFY UNIT OF SIZE
OTHER REDESCRIBE ON REVISED CHECKLIST (9/86) IF PRICE CAN BE REPORTED

8608 SEASONAL: NO | IN-SEASON: YEAR-ROUND
8609 YES NO | JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

02011-01B WHITE BREAD

A99 OTHER TYPE: - SOURDOUGH
H1 FRESH
I2 NOT PRE-PACKAGED
J99 OTHER BRAND: - UNBRANDED
K3 WEIGHT NOT LABELED - WEIGHED 2 LOOSE (ENTERED PAIR)

SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES:

_ _ _ _ ______________________________

_ _ _ _ ______________________________

_ _ _ _ ______________________________

8608 ITEM AVAILABILITY: AVAILABLE
8609 AVAILABLE OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE PERM UNAVAIL

8609 QUOTE STATUS: SAME ITEM SUBSTITUTION REINITIATION DELETION

8609 FIELD MESSAGE: ______________________________

	8608	8609		SALES TAX	8608	8609	
PRICE:	1.19	_ _ _ _ _ _ _ . _ _ _		APPLICABLE:	YES	YES	NO
TYPE OF PRICE:	REGULAR	REGULAR	SALE	INCLUDED:	NO	YES	NO
QUANTITY:	1	_ _ _		RATE:	5.0 %	_ _ . _ _ _ %	
SIZE:	38.5	_ _ _ _ . _ _ _		DESCRIPTION			
UNIT OF SIZE:	OZ	_ _ _		8608			
PAIR:	YES	YES	NO				
DIFF DAY:	YES	YES	NO	8609: ______________			

CORRECTIONS

EFFECTIVE DATE: _ _ / _ _ / _ _ TYPE OF PRICE: REGULAR SALE
PRICE: _ _ _ _ _ _ _ . _ _ _ QUANTITY: _ _ _ SIZE: _ _ _ _ . _ _ _ UNIT OF SIZE: _ _ _
PAIR: YES NO DIFF DAY: YES NO
SALES TAX APPLICABLE: YES NO INCLUDED: YES NO RATE: _ _ . _ _ _ %

BLS 3401 (REVISED JANUARY 1986)

All elements that may require a Field Representative entry are preceded by a data element and a colon (:). DO NOT MAKE ENTRIES ON ANY OTHER SECTION OF THE PRICING SCHEDULE. The procedures necessary for making each entry are listed in the following sections.

ARRANGING CODES

An arranging code is always preprinted for each quote. Quotes in an outlet are arranged by quote code if no alternate arranging code is entered by the Field Representative. Arranging codes are separated by an interval of 2 to allow for rearrangement.

After each change of the arranging codes, the codes will be reordered and normalized to the interval of 2.

You may only CHANGE ARRANGING CODES.

CHANGE - Change arranging codes by crossing out the pre-printed code and writing the new code above the pre-printed entry.

INSERTING A QUOTE BETWEEN TWO OTHER QUOTES

Assign a new three digit arranging code one number higher than the arranging code of the quote that you wish the quote to follow.

EXAMPLE:

Quote Code	Current Arranging Code	Next Pricing Arranging Code
001	002	002
002	004	006
003	003 ~~006~~	004

INSERTING TWO OR MORE QUOTES BETWEEN TWO OTHER QUOTES

Assign the same three digit number to both quotes to be inserted.

EXAMPLE:

Quote Code	Current Arranging Code	Next Pricing Arranging Code
001	002	002
002	004	008
003	003 ~~006~~	004
004	003 ~~008~~	006

Quotes may be reordered by department within an outlet by completing the Department/Respondent List, Form SO-614, and making the corresponding changes to the arranging codes on the pricing schedule.

RESPONDENT AND LOCATION

If a respondent or location was previously designated for a quote, the respondent's name or location will appear in this space. The space will be blank if no respondent or location was designated.

You may CHANGE, ADD, or DELETE the quote respondent or location.

CHANGE- Change the quote respondent or location by crossing out the entire preprinted entry and writing the entire new entry above the old entry.

EXAMPLE: RESPONDENT: Donna Jones ~~JANE FORD~~

LOCATION: Aisle 4 ~~AISLE 3~~

ADD- Add the quote respondent or location by writing the new entry to the right of the identifier.

EXAMPLE: RESPONDENT: Jane Ford

LOCATION: Aisle B

DELETE- Delete the quote respondent or location by crossing out the entry.

EXAMPLE: RESPONDENT: ~~PETE WRIGHT~~

LOCATION: ~~AISLE 8~~

ELI SELLING SEASON

A preprinted message in bold print appears here for quotes in Washington Office Designated Seasonal nonfood ELIs to indicate the months of either the fall/winter or spring/summer selling season for the ELI in the outlet. You may request that the ELI selling season be changed by sending an SO-608A.

WINDOW/SUBSTITUTION PERIOD

The preprinted months in this data element indicate the months during which substitution will be permitted. This data element is printed only for quotes in WODS nonfood ELIs. Do not change this data element.

REFERENCE/SUBSTITUTION PERIOD

The preprinted months in this data element indicate the months during which substitution will be permitted. This data element is printed only for quotes in WODS Food ELIs. Do not change this data element.

SEASONAL and IN-SEASON

These data elements are used to indicate whether the unique item is seasonal and, if it is seasonal, the specific months that the item is available in the outlet. If the unique item is not seasonal, NO is preprinted next to the Seasonal data element and Year-Round is preprinted next to the In-Season data element. If the unique item is seasonal, YES is preprinted next to the Seasonal data element and the three letter abbreviations for each in-season month are preprinted next to the In-Season data element.

Always circle the correct code for the Seasonal data element in the line assigned to the current collection period. Do not circle the preprinted entry in the line assigned to the previous collection period.

If the In-Season value remains the same, circle the preprinted In-Season entry. If the In-Season value changes, circle the months in the line for the current collection period that the item is in-season. (If the item changes from seasonal to year-round, it is sufficient to circle YES in the Seasonal data element; do not circle the twelve months in the In-Season data element.)

EXAMPLE: If the In-Season value remains the same, circle the Seasonal code in the current collection period and the preprinted In-Season entry.

8509	SEASONAL: NO	IN-SEASON: [✓ YEAR-ROUND]
8510	YES [✓ NO]	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

EXAMPLE: If the seasonal status of the item changes from year-round to seasonal, circle the new Seasonal code in the current collection period and the appropriate In-Season months.

8509	SEASONAL: NO	IN-SEASON: YEAR-ROUND
8510	[✓ YES] NO	JAN FEB [✓ MAR APR MAY JUN] JUL AUG SEP OCT NOV DEC

EXAMPLE: If the seasonal status of the item changes from seasonal to year-round, circle only the new Seasonal code in the current collection period and cross out the preprinted in-season months.

8509	SEASONAL:YES	IN-SEASON: ~~MAR APR MAY JUN~~
8510	YES [✓ NO]	JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

ITEM AVAILABILITY AND QUOTE STATUS

This section determines the Item Availability and Quote Status of the item. The previous Item Availability appears in bold type to the right of the date of the previous collection period. Circle the applicable Item Availability and Quote Status which appear next to the date of the current collection period. The following chart shows possible combinations of Item Availability and Quote Status.

Possible Combinations of Item Availability and Quote Status

ITEM AVAILABILITY AND QUOTE STATUS

QUOTE STATUS | ITEM AVAILABILITY

	AVAILABLE	OUT-OF SEASON	TEMP UNAVAIL	INIT INCOMPLETE	PERM UNAVAIL
SAME ITEM	X	X	X	X	X
SUBSTITUTION	X		X		X
REINITIATION	X	X	X		X
DELETION					X

FIELD MESSAGE:

Space is provided each month for entering a message for the commodity analyst which either explains this month's pricing or responds to a message, instruction, or question from the commodity analyst. The field messages may be open-ended text or standard field messages or a combination of both. The standard messages are provided for use in explaining common occurances. See CHAPTER 13, Standard Codes and Messages for detailed instructions on the meaning and uses of standard messages.

This Field Message space is always blank on the pricing schedule. A Field Message from the previous Collection Period will print in the Messages section.

The Field Message is not permanent. It will only reappear once, on the next pricing schedule. Use Z99 for permanent messages.

Field Messages may be no longer than 128 characters including spaces.

ADD - Enter the field message by writing the message to the right of the FIELD MESSAGE data element.

EXAMPLE: FIELD MESSAGE: F1

PRICE AND PRICE ADJUNCTS

This section is used for recording the current price and price adjuncts for the item or service described in the specification.

The basic method for entering price and price adjuncts is to cross out the preprinted entry if it has changed since the previous collection period and enter the new current price and price adjuncts under the date of the current collection period. If the price and price adjuncts are blank, enter the current values to the right of the identifier. If the price and price adjuncts remain the same, circle the preprinted adjuncts.

EXAMPLE: A change in price

	8601	8602
PRICE:	~~2.99~~	_ _ _ _ _ _ 3 . 29 _

EXAMPLE: Entering a price

	8601	8602
PRICE:		_ _ _ _ _ _ 2 . 78 _

EXAMPLE: The price remains the same

	8601	8602
PRICE:	3.78	_ _ _ _ _ _ _ . _ _ _

PRICE

This adjunct is provided for recording the current price of the item or service. The previous price may or may not be printed.

Rules for recording price.

1. Express price in dollars and cents. DO NOT ENTER DOLLAR SIGNS, CENTS SIGNS OR COMMAS IN PRICE.
2. Enter prices that are less than whole cents in the three spaces to the right of the decimal.
3. Circle the preprinted price entry when the price remains the same in the current collection period.

RECORDING PRICE

1. Express price in dollars and cents. DO NOT ENTER DOLLAR OR CENTS SIGNS OR COMMAS IN PRICE. Price may have up to seven digits to the left of the decimal. A price up to $9,999,999.999 can be reported for the CPI. If an item has a price over $9,999,999.999, circle Temp Unavail in item availability and enter the total price in a field message.

EXAMPLE: Price is .89

PRICE: 8601 8602 - - - - - - - - . 89 -

EXAMPLE: Price is 2.99

PRICE: 8601 8602 - - - - - - 2 . 99 -

EXAMPLE: Price is 2967.99

PRICE: 8601 8602 - - - 2967 . 99 -

2. Enter prices with less than whole cents by using all three spaces to the right of the decimal. When a price has 4 or more decimal places, round the price to the third decimal. If the fourth decimal is 5 or higher, round up. If the fourth decimal is 4 or lower, drop the fourth digit.

EXAMPLE: Price is 1.189

PRICE: 8601 8602 - - - - - - 1 . 189

EXAMPLE: Price is 1.4956

	8601	8602
PRICE:		_ _ _ _ _ _ _ 1 . 4 9 6

EXAMPLE: Price is .8992

	8601	8602
PRICE:		_ _ _ _ _ _ _ _ . 8 9 9

3. Circle the preprinted price entry when the price remains the same in the current collection period.

EXAMPLE:

	8601	8602
PRICE:	1.19	_ _ _ _ _ _ _ _ . _ _ _

PRICE ADJUNCTS

Up to seven (7) price adjuncts are printed below the price. The adjuncts printed depend on the ELI and whether or not a quantity, size, unit of size, pair, or diff day is required for pricing any item in the ELI. The previous values for price, type of price, size, quantity, unit of size, pair, and diff day may or may not be printed on the pricing form.

Below is a list of the possible combinations of the price adjuncts that may appear on the pricing schedule.

A) PRICE

B) PRICE
TYPE OF PRICE

C) PRICE
TYPE OF PRICE
QUANTITY

D) PRICE
TYPE OF PRICE
DIFF DAY

E) PRICE
TYPE OF PRICE
SIZE
UNIT OF SIZE

F) PRICE
SIZE
UNIT OF SIZE

G) PRICE
TYPE OF PRICE
QUANTITY
SIZE
UNIT OF SIZE

H) PRICE
TYPE OF PRICE
QUANTITY
SIZE
UNIT OF SIZE
PAIR

I) PRICE
TYPE OF PRICE
QUANTITY
SIZE
UNIT OF SIZE
DIFF DAY

J) PRICE
TYPE OF PRICE
QUANTITY
SIZE
UNIT OF SIZE
PAIR
DIFF DAY

TYPE OF PRICE

This adjunct is provided for specifying whether the reported price is a regular price or a sale price.

Rules for reporting TYPE OF PRICE

1. If the reported price is a regular price, circle REGULAR. If the reported price is a sale price, circle SALE.
2. If the type of price entry remains the same, circle the preprinted type of price entry.
3. If the type of price entry is different from the preprinted type of price entry, cross out the preprinted entry and circle the code for the current collection period.

EXAMPLE: The .89 price is a sale price

	8601	8602
PRICE:		.89
TYPE OF PRICE:		REGULAR [✓ SALE]

EXAMPLE: The 1.16 regular price remains the same

	8608	8609
PRICE:	[✓ 1.16]	.
TYPE OF PRICE:	[✓ REGULAR]	REGULAR SALE

EXAMPLE: The item is on sale for 1.00

	8608	8609
PRICE:	~~1.16~~	1.00
TYPE OF PRICE:	~~REGULAR~~	REGULAR [✓ SALE]

EXAMPLE: The regular price increases from 1.16 to 1.19

	8608	8609
PRICE:	~~1.16~~	1.19
TYPE OF PRICE:	[✓ REGULAR]	REGULAR SALE

QUANTITY

This adjunct is provided for recording the number of items priced. The quantity adjunct is printed for selected ELIs in which a quantity may be necessary for index calculation.

Rules for recording quantity.

1. Express quantity as a whole number of 1, 2, or 3 digits.
2. If the quantity is blank, enter the current quantity.
3. Change quantity by crossing out the preprinted entry and entering the current quantity in the spaces provided.
4. NEVER enter zero in quantity.
5. If the quantity remains the same, circle the preprinted entry.
6. Right justify the quantity entry.
7. If the quantity adjunct is not printed, do not report a multiple unit price. Report the price of one item.

REPORTING QUANTITY

1. Express quantity as a whole number of 1, 2, or 3 digits.

EXAMPLE: Item is sold 2 for .89

	8608	8609
PRICE:		_ _ _ _ _ _ _ . 8 9 _
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		_ _ 2

EXAMPLE: Item is sold 10 for 2.99

	8608	8609
PRICE:		_ _ _ _ _ 2 . 9 9 _
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		_ 1 0

2. When there is no preprinted quantity, enter the current quantity.

EXAMPLE: Item is sold for .59

	8608	8609
PRICE:		.59
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		1

EXAMPLE: Item is now sold 2 for .89 and is no longer on sale

	8608	8609
PRICE:	~~1.25~~	.89
TYPE OF PRICE:	~~SALE~~	[✓ REGULAR] SALE
QUANTITY:	~~2~~	2

3. If the current quantity is different from the preprinted quantity, cross out the preprinted entry and enter the current quantity in the space provided.

EXAMPLE: Item is currently sold 2 for 1.09

	8608	8609
PRICE:	~~.50~~	1.09
TYPE OF PRICE:	[✓ REGULAR]	REGULAR SALE
QUANTITY:	~~1~~	2

EXAMPLE: The price of 2 for 3.00 is no longer offered. The item now sells for 1.65 each.

	8608	8609
PRICE:	~~3.00~~	1.65
TYPE OF PRICE:	[✓ REGULAR]	REGULAR SALE
QUANTITY:	~~2~~	1

SIZE

This adjunct is provided for entering the weight or volume of the item priced. The size adjunct is printed for selected ELIs in which a price per unit size may be necessary for index calculation.

Rules for reporting SIZE

1. Report size in one of the acceptable units of size which are listed in the UNIT OF SIZE section of this chapter. Exceptions to this list are listed on the back of the affected checklists.

2. Report size in numerals of four digits to the left and three digits to the right of the decimal point. If the size is a whole number, it is not necessary to enter a zero to the right of the decimal point. Use the SO-715, Conversion Table for converting fractions to decimals.

3. If the current size remains the same, circle the preprinted size entry.

4. If the current size is different from the preprinted size entry, cross out the preprinted size entry and enter the current size in the space provided under the current Collection Period. If the exact size is a specification element, report the change in size as a substitution.

5. Report the exact size of the item when a size range is a specification element.

6. If size is a required price adjunct but cannot be reported, enter "1" in size and NAP in unit of size.

7. NEVER enter zero "0" in size.

UNIT OF SIZE

This space is provided for entering the unit of size of the item. Below is a list of the acceptable units of size:

Measure of Weight

LB - Pounds
OZ - Ounces
KG - Kilograms
GR - Grams

Measure of Volume

OZ - Ounces
PT - Pints
QT - Quarts
HG - Half Gallons
GA - Gallons
ML - Milliliters
LT - Liters
HPT - Half-pint

Measure of Energy

THM - Therm
KWH - Kilowatt Hours

Rules for reporting Unit of Size

1. Express unit of size with the acceptable abbreviations listed above.
2. Change unit of size by crossing out the preprinted unit of size entry and entering the current unit of size in the spaces provided.
3. If the unit of size remains the same, circle the preprinted unit of size entry.
4. Different units of size such as ounces or pounds may be used to represent the same measurement (see example 1.a in REPORTING SIZE AND UNIT OF SIZE).
5. Right justify the UNIT OF SIZE entry.

REPORTING SIZE AND UNIT OF SIZE

The following examples may require other price adjuncts such as pair and diff day. These adjuncts will be explained later in this chapter.

1. **Report size and unit of size according to the list of acceptable units of size.**

   a. **Enter 16 in size and OZ in unit of size or 1 in size and LB in unit of size for items sold per pound.**

EXAMPLE: Sirloin steak is sold for 3.09 per pound

	8608	8609
PRICE:		_ _ _ _ _ _ 3.09 _
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		_ _ 1
SIZE:		_ _ 16. _ _ _
UNIT OF SIZE:		_ OZ

EXAMPLE: Swiss cheese is sold in chunks of various sizes for 2.99 per pound

	8608	8609
PRICE:		_ _ _ _ _ _ 2.99 _
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		_ _ 1
SIZE:		_ _ _ 1. _ _ _
UNIT OF SIZE:		_ LB

   b. **Enter the total weight in size and LB in unit of size for items sold at more than one pound for a price.**

EXAMPLE: Tomatoes are sold loose, 2 pounds for .89

	8608	8609
PRICE:		_ _ _ _ _ _ _ .89 _
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		_ _ 1
SIZE:		_ _ _ 2. _ _ _
UNIT OF SIZE:		_ LB

EXAMPLE: Onions are sold loose, 4 pounds for 1.29

8608 8609

PRICE: _ _ _ _ _ _ 1 . 2 9 _
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: _ _ 1
SIZE: _ _ _ 4 . _ _ _
UNIT OF SIZE: _ LB

c. Enter the weight in size and the acceptable unit of size corresponding to the weight reported of items sold for less than one pound for a price.

EXAMPLE: Smoked salmon is sold for 8.99 for 1/2 pound

8608 8609

PRICE: _ _ _ 8 . 9 9 _
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: _ _ 1
SIZE: _ _ _ _ _ . 5 _ _
UNIT OF SIZE: _ LB

d. Report the weight on the label for items sold in standard weight packages or containers.

EXAMPLE: A 14 ounce can of beans is sold for .79

8608 8609

PRICE: _ _ _ _ . 7 9 _
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: _ _ 1
SIZE: _ _ 1 4 . _ _ _
UNIT OF SIZE: _ OZ

EXAMPLE: A 5 pound bag of flour is sold for 1.59

8608 8609

PRICE: _ _ _ 1 . 5 9 _
TYPE OF PRICE: [✓ REGULAR] SALE
QUANTITY: _ _ 1
SIZE: _ _ _ 5 . _ _ _
UNIT OF SIZE: _ LB

EXAMPLE: The size of an imported can of anchovies is labeled as 100 grams and costs 1.39.

	8608	8609
PRICE:		1.39
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		1
SIZE:		100.
UNIT OF SIZE:		GR

e. Report the size of one package or container in Size and the number of containers priced in Quantity, when more than one package or container is sold for the given price.

EXAMPLE: A 6 1/2 ounce box of drink mix is sold 3 for 2.00.

	8608	8609
PRICE:		2.00
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		3
SIZE:		6.5
UNIT OF SIZE:		OZ

EXAMPLE: A 2 pound box of sugar is sold 2 for 1.39

	8608	8609
PRICE:		1.39
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		2
SIZE:		2.
UNIT OF SIZE:		LB

EXAMPLE: A 6-pack of 12 ounce cans of soda at 2.09

	8608	8609
PRICE:		2.09
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		6
SIZE:		12.
UNIT OF SIZE:		OZ

f. For food items that are sold in multi-packs and there is no weight on the package, weigh one package and report its weight and unit of size in size and unit of size respectively. Enter the number of packages being priced in quantity.

EXAMPLE: A bag of oranges sells for 1.00 and weighs 2 1/2 pounds

	8608	8609
PRICE:		1.00
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		1
SIZE:		2.5
UNIT OF SIZE:		LB
PAIR		YES [✓ NO]

EXAMPLE: Apples sell 2 bags for 1.89 and an average bag weighs 3 1/2 pounds

	8608	8609
PRICE:		1.89
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		2
SIZE:		3.5
UNIT OF SIZE:		LB
PAIR		YES [✓ NO]

g. Report the weight of one multi-pack for produce sold by half pint, pint, quart, etc.. Pint and quart refer to the fluid capacity of the container and do not indicate the weight of the produce item.

EXAMPLE: A pint of strawberries sells for .99 and weighs 12.4 ounces.

	8608	8609
PRICE:		.99
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		1
SIZE:		12.4
UNIT OF SIZE:		OZ
PAIR		YES [✓ NO]

EXAMPLE: A half-pint of raspberries sells for 2.49 and weighs 4 1/2 ounces.

	8608	8609
PRICE:		2.49
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		1
SIZE:		4.5
UNIT OF SIZE:		OZ
PAIR		YES [✓ NO]

EXAMPLE: Pints of strawberries are selling for 2 for 1.29 and one pint weighs 12.4 ounces.

	8608	8609
PRICE:		1.29
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		2
SIZE:		12.4
UNIT OF SIZE:		OZ
PAIR		YES [✓ NO]

h. Report size and unit of size according to the volume of the container.

EXAMPLE: A liter of soft drinks sells for 1.09

	8608	8609
PRICE:		1.09
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		1
SIZE:		1.
UNIT OF SIZE:		LT

i. If an item or a pair of items weighs more than 9999.999 ounces, circle temp unavail in Item Availability and in the field message enter the price, size, and, if necessary, quantity.

2. Report size in numerals to three decimal places. Use the SO-715, Conversion Table for converting fractions of ounces to decimals.

EXAMPLE: A 1 1/2 ounce can of pepper sells for .59

	8608	8609
PRICE:		_ _ _ . 5 9 _
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		_ _ 1
SIZE:		_ _ _ 1 . 5 _ _
UNIT OF SIZE:		_ OZ

EXAMPLE: A half-pint of raspberries sells for 2.49 and weighs 4 3/8 ounces

	8608	8609
PRICE:		_ _ _ _ _ _ 2 . 4 9 _
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		_ _ 1
SIZE:		_ _ _ 4 . 3 7 5
UNIT OF SIZE:		_ OZ

3. If the current size is the same as the preprinted size, circle the preprinted size entries.

EXAMPLE: Carrots are still selling for .39 per pound

	8608	8609
PRICE:	[✓ .39]	_ _ _ _ _ _ _ . _ _ _
TYPE OF PRICE:	[✓ REGULAR]	REGULAR SALE
QUANTITY:	[✓ 1]	_ _ _
SIZE:	[✓ 1]	_ _ _ _ . _ _ _
UNIT OF SIZE:	[✓ LB]	_ _ _

4. If the current size or unit of size is different from the pre-printed size and the exact size is not part of the specification, cross out the pre-printed entry and enter the current size or unit of size in the spaces provided.

EXAMPLE: Carrots are now selling for .70 per two pounds

	8608	8609
PRICE:	~~.39~~	.70
TYPE OF PRICE:	[✓ REGULAR]	REGULAR SALE
QUANTITY:	[✓ 1]	
SIZE:	~~1~~	2.
UNIT OF SIZE:	[✓ LB]	

5. Report the exact size and unit of size of the item priced when a size range is a specification element.

EXAMPLE: The specification element selected is 10 to 12 ounces. The item selected weighs 11 ounces

	8608	8609
PRICE:		2.50
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		1
SIZE:		11.
UNIT OF SIZE:		OZ

6. If size is a required price adjunct but cannot be reported, enter "1" in size and NAP in unit of size.

EXAMPLE: You are pricing a wedding cake in ELI 02041, Cakes and Cupcakes (excluding frozen), and are unable to obtain a weight.

	8608	8609
PRICE:		29.50
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		1
SIZE:		1.
UNIT OF SIZE:		NAP

PAIR

This adjunct is provided for specifying whether the reported size is given for two average weight items.

Rules for reporting Pair

1. For items which require a size entry that are sold "per each" rather than by weight, circle YES for the pair code. Otherwise, circle NO.
2. If the current pair entry remains the same, circle the preprinted pair entry.
3. If the current pair value is different from the preprinted pair entry, cross out the preprinted entry and circle the correct code for the current collection period.
4. Pair is an ELI specific adjunct and prints on the schedule only when necessary.
5. Whenever the pair entry is YES, the weight recorded in size must be the total weight of two items.

EXAMPLE: Cantelopes sell for 2 for .89 and 2 average cantelopes weigh 51.5 ounces

	8608	8609
PRICE:		.89
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		2
SIZE:		51.5
UNIT OF SIZE:		OZ
PAIR:		[✓ YES] NO

Diff Day

This adjunct is provided for items in which the reported price is a back price from the previous seven calendar days.

Rules for reporting Diff Day

1. If the price of the item is a back price from the previous seven days, circle "yes". Otherwise, circle "no".
2. If the current Diff Day value remains the same, circle the preprinted Diff Day entry.
3. If the current Diff Day value is different from the preprinted Diff Day entry, cross out the preprinted entry and circle the correct code for the current collection period.
4. Diff Day is an ELI specific adjunct and prints on the schedule only when necessary.

EXAMPLE: You are pricing fish on Tuesday. It is only carried Thursday, Friday, and Saturday and was 2.99 per pound last week.

	8608	8609
PRICE:		2.99
TYPE OF PRICE:		[✓ REGULAR] SALE
QUANTITY:		1
SIZE:		1.
UNIT OF SIZE:		LB
DIFF DAY:		[✓ YES] NO

NO CHANGE IN PRICE OR PRICE ADJUNCTS

If the price and price adjuncts for the current collection period are the same as the preprinted price and price adjuncts, circle the preprinted price adjuncts.

EXAMPLE:

	8608	8609
PRICE:	[✓ 1.59]	_ _ _ _ _ _ _ . _ _ _
TYPE OF PRICE:	[✓ REGULAR]	REGULAR SALE
QUANTITY:	[✓ 1]	_ _ _
SIZE:	[✓ 2.5]	_ _ _ _ . _ _ _
UNIT OF SIZE:	[✓ OZ]	_ _ _
PAIR:	[✓ YES]	YES NO
DIFF DAY:	[✓ YES]	YES NO

SALES TAX

This space is provided for recording sales tax information for the item or service described in the specification. The basic method for entering sales tax information is to cross out the preprinted entry if it has changed since the previous collection period, and enter or circle the current sales tax information in the spaces provided. If the sales tax information is blank, enter the current values to the right of the identifier. If the sales tax information remains the same, circle the preprinted entries.

EXAMPLE: Sales tax is now 5.5%

SALES TAX	8608	8609	
APPLICABLE:	[✓ YES]	YES	NO
INCLUDED:	[✓ NO]	YES	NO
RATE:	~~5.0%~~	_5_._5_ _ _ %	

DESCRIPTION

8608

8609: ______________________________
____

EXAMPLE: Enter or Circle sales tax information in current collection period when the schedule is blank.

SALES TAX	8608	8609	
APPLICABLE:		[✓ YES]	NO
INCLUDED:		YES	[✓ NO]
RATE:		_5_. _ _ _ %	

DESCRIPTION

8608

8609: ______________________________
____

EXAMPLE: Sales tax information remains the same

SALES TAX	8608	8609	
APPLICABLE:	[✓ YES]	YES	NO
INCLUDED:	[✓ NO]	YES	NO
RATE:	[✓ 5.0%]	_ _ . _ _ _ %	

DESCRIPTION

8608

8609: ______________________________

____

APPLICABLE

This adjunct is provided for determining whether or not sales tax is charged on the item.

Rules for reporting Applicable

1. If sales tax is charged on the item, circle "yes". Otherwise, circle "no."
2. If the current applicable entry remains the same, circle the preprinted applicable entry.
3. If the current applicable entry is different from the preprinted applicable entry, cross out the preprinted entry and circle the code for the current collection period.
4. If "no" is circled, do not fill in the included and rate sections of the sales tax information.

EXAMPLE: Sales tax is not charged on the item.

SALES TAX	8608	8609	
APPLICABLE:		YES	[✓ NO]
INCLUDED:		YES	NO
RATE:		_ _ . _ _ _ %	

DESCRIPTION

8608

8609: ______________________________
____

INCLUDED

This adjunct is provided for determining whether or not sales tax is included in the reported price of the item.

Rules for reporting Included

1. If sales tax is included in the reported price of the item, circle "yes". Otherwise, circle "no".
2. If the current included entry remains the same, circle the preprinted included code.
3. If the current included entry is different from the previous included entry, cross out the preprinted entry and circle the correct included code for the current collection period.

EXAMPLE: Sales tax is included in the reported price of the item

SALES TAX	8608	8609	
APPLICABLE:		[✓ YES]	NO
INCLUDED:		[✓ YES]	NO
RATE:		_5. _ _ _ %	

DESCRIPTION

8608

8609: ______________________________
____

RATE

This adjunct is provided for reporting the rate percentage of the sales tax charged on the item. The rate does not print for those ELIs that have tax rates in the specification elements.

Rules for reporting Rate

1. If sales tax is charged on the item, enter the rate in the space provided. A decimal point is provided in case the percentages are not whole numbers.
2. If the current rate remains the same, circle the preprinted entry.
3. If the current rate is different from the previous rate, cross out the preprinted rate and fill in the rate for the current collection period.

EXAMPLE: Sales tax rate is 4%

SALES TAX	8608	8609	
APPLICABLE:		[✓ YES]	NO
INCLUDED:		YES	[✓ NO]
RATE:		_4.___%	

DESCRIPTION

8608

8609: ______________________________
____

DESCRIPTION

This adjunct is provided for additional explanation or detail in reporting the sales tax. The description becomes a permanent part of the schedule.

Rules for reporting Description

1. Enter the description in the space provided. The description becomes a permanent part of the pricing schedule for this quote. Limit the description to 64 characters.
2. If the current description entry remains the same, circle the date of preprinted description.
3. If the current description is different from the previous description, cross out the preprinted description and enter the entire description for the current collection period. The current description will replace the previous description.

EXAMPLE: Enter a new description

DESCRIPTION

8608

8609: sales tax is 3% city tax
and 2% county tax

EXAMPLE: The current description remains the same

DESCRIPTION

[✓ 8608] SALES TAX IS 3% CITY TAX AND 2% COUNTY TAX

8609: ______

EXAMPLE: The current description is different from the previous description

DESCRIPTION

8608 ~~SALES TAX IS 3% CITY TAX AND 2% COUNTY TAX~~

8609: sales tax is 5% city
tax

E. RECORDING SPECIFICATION CORRECTIONS FOR NON-COMPONENT PRICES

Specification corrections are made to the current specification in the following situations:

A) Correcting existing elements
B) Changing double asterisk elements
C) Entering new specification elements
D) Deleting specification elements

Record specification corrections on the pricing schedule using these procedures after consulting the reference copy of the checklist. Do not make corrections if you cannot report a price. If no price is reported and specification corrections need to be made, explain this situation in a Field Message.

1. Make corrections in the SPECIFICATION CORRRECTIONS AND DOUBLE ASTERISK CHANGES section on the pricing schedule. If there are more than three corrections, complete a checklist with the entire corrected specifications and circle specification correction.

2. Enter data element letter, number, and any text changes to 90-series specification elements, if applicable, (e.g., A1 or C99 NONE) to add or change a specification element.

3. Enter the data element letter and "delete" to delete a specification element.

4. Enter the appropriate field message to explain an action.

Below is a list of examples illustrating situations for making specification corrections:

A. Correcting existing elements

   1. The Field Representative discovered that the description of the item was incorrect. The correct description was A2.

   SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES:

   _ _ A 2 ____________________
   _ _ _ _ ____________________
   _ _ _ _ ____________________

2. The Field Representative mispelled a 90-series specification element.

SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES:

_ W 9 9 Burlington
_ _ _ _ ____
_ _ _ _ ____

B. Correcting or changing a double asterisk specification element.

1. The double asterisked specification element Packaging:Loose for apples changes.

SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES:

_ _ C 2 ____
_ _ _ _ ____
_ _ _ _ ____

2. The Field Representative chose the double asterisk specification element E1 instead of E2.

SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES:

_ _ E 1 ____
_ _ _ _ ____
_ _ _ _ ____

C. Entering new specification elements

1. Complete initiation by entering the new specification elements.

SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES:

_ _ D 1 ____
_ _ E 4 ____
_ _ F 3 ____

2. The Field Representative chooses to add a Z99 specification element.

SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES:

_ Z 9 9 Secondary backing fiber is olefin
_ _ _ _ ____________
_ _ _ _ ____________

D. Deleting specification elements

1. Commodity analyst instructs the Field Representative to delete the C99 specification element.

SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES:

_ _ _ C delete
_ _ _ _ ____________
_ _ _ _ ____________

F. RECORDING INITIATIONS, INITIATION COMPLETIONS, SPECIFICATION CORRECTIONS, SUBSTITUTIONS, REINITIATIONS, AND CHECKLIST REVISIONS

Record all initiations, substitutions, reinitiations, and checklist revisions on the checklist. Record specification corrections and initiation completions on the checklist only if more than three specification elements must be corrected or added. When using a checklist, a price for the item must be reported except when using the checklist to report an incomplete initiation. (See Chapter 6, The ELI Checklist.)

The following procedures are used to record the situations outlined above on the pricing schedule and the checklist.

1. Enter the appropriate information on the pricing schedule.
2. If not preprinted, enter collection period, schedule number, quote code, and arranging code.
3. Circle one of the item availability codes.
4. Circle one of the purpose of checklist codes.
5. Enter the current period price and price adjuncts on the pricing form.
6. Enter the previous period price adjuncts except for initiations, initiation completions, and reinitiations.
7. Enter the sales tax information.
8. Complete the seasonal, in-season, respondent, and location sections.
9. Enter the field message if one applies to explain the action.

Below is a chart explaining appropriate actions to be taken with certain situations.

Situation	Action Required
Initiations	Enter all information on a checklist. Circle AVAILABLE and INIT in the item availability and purpose of checklist sections of the checklist.

Initiation Completion	Circle AVAILABLE and SAME ITEM in the item availability and quote status sections of the pricing schedule. Circle AVAILABLE and INIT COMPLETION in the item availability and purpose of checklist sections of the checklist and complete the checklist.
Specification Corrections (More than 3 Corrections)	Circle AVAILABLE and SAME ITEM in the item availability and quote status sections of the pricing schedule. Circle AVAILABLE and SPEC CORR in the item availability and purpose of checklist sections of the checklist and complete the checklist.
Substitution (no overlap)	Circle PERM UNAVAIL or TEMP UNAVAIL, as appropriate, and SUBSTITUTION in the item availability and quote status sections of the pricing schedule. Circle AVAILABLE and SUB in the item availability and purpose of checklist sections of the checklist and complete the checklist.
Substitution (overlap)	Circle AVAILABLE and SUBSTITUTION in the item availability and quote status sections of the pricing schedule. Enter the overlap price in the price adjunct section of the pricing schedule. Circle AVAILABLE and SUB in the item availability and purpose of checklist sections of the checklist and complete the checklist.
Reinitiation (no overlap)	Circle PERM UNAVAIL and REINITIATION in the item availability and quote status sections of the pricing schedule. Circle AVAILABLE and REINIT in the item availability and purpose of checklist sections of the checklist and complete the checklist.

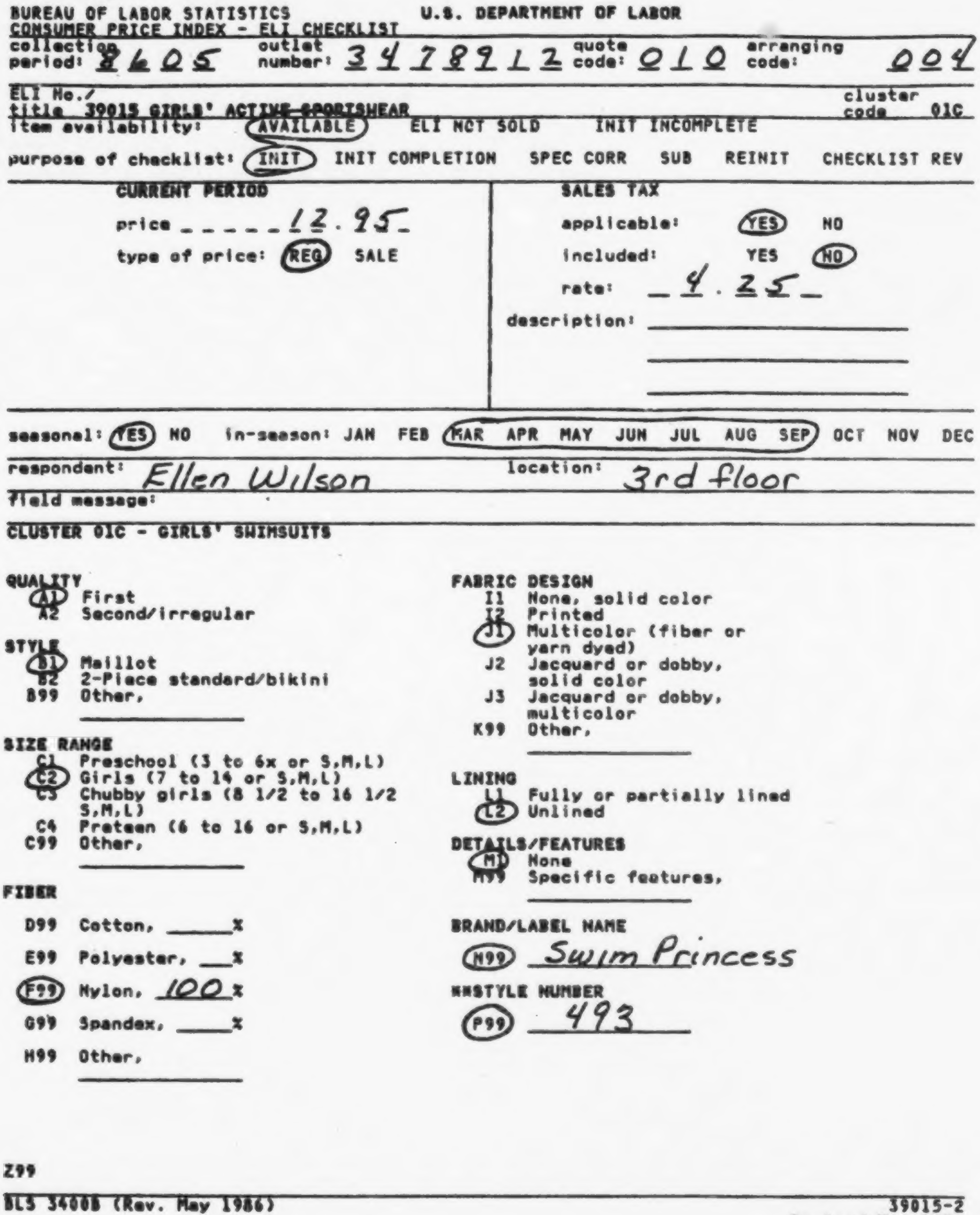
Reinitiation (overlap)	Circle AVAILABLE and REINITIATION in the item availability and quote status sections of the pricing schedule. Enter the overlap price in the price adjunct section of the pricing schedule. Circle AVAILABLE and REINIT in the item availability and purpose of checklist sections of the checklist and complete the checklist.
Checklist Revision (no substitute)	Circle AVAILABLE and SAME ITEM in the item availability and quote status sections pricing schedule. Leave the price adjuncts and sales tax information blank. Complete a new checklist and circle AVAILABLE in item availability and CHECKLIST REV in purpose of checklist.
Checklist Revision (Substitution Required) (no overlap)	If you cannot price the current item, circle PERM UNAVAIL and SUBSTITUTION in the item availability and quote status sections of the pricing schedule. Circle AVAILABLE and SUB in the item availability and purpose of checklist sections of the revised checklist and describe the substitute on the revised checklist.
Checklist Revision (Substitution Required) (overlap)	If you can price the current item, circle AVAILABLE and SUBSTITUTION in the item availability and quote status sections of the pricing schedule. Enter the overlap price in the price adjunct section of the pricing schedule. Circle AVAILABLE and SUB in the item availability and purpose of checklist sections of the revised checklist and describe the substitute on the revised checklist.

Correct Specifications and Substitute (with overlap)	Circle AVAILABLE and SUBSTITUTION in the item availability and quote status sections of the pricing schedule. Enter the overlap price in the price adjunct section of the pricing schedule. Complete two checklists. Circle AVAILABLE and SPEC CORR in the item availability and purpose of checklist sections and make the corrections on the first checklist. Circle AVAILABLE and SUB in the item availability and purpose of checklist sections and describe the substitute item on the second checklist.

Examples of recording the situations described above are illustrated on the following pages.

Example: Initiation

Enter all information on a checklist.



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST

collection period: 8605 outlet number: 3478912 quote code: 010 arranging code: 004

ELI No./title 39015 GIRLS' ACTIVE SPORTSWEAR cluster code 01C

item availability: [✓ AVAILABLE] ELI NOT SOLD INIT INCOMPLETE

purpose of checklist: [✓ INIT] INIT COMPLETION SPEC CORR SUB REINIT CHECKLIST REV

CURRENT PERIOD

price 12.95

type of price: [✓ REG] SALE

SALES TAX

applicable: [✓ YES] NO

included: YES [✓ NO]

rate: 4.25

description:

seasonal: [✓ YES] NO in-season: JAN FEB [✓ MAR APR MAY JUN JUL AUG SEP] OCT NOV DEC

respondent: Ellen Wilson location: 3rd floor

field message:

CLUSTER 01C - GIRLS' SWIMSUITS

QUALITY
- [✓ A1] First
- A2 Second/irregular

STYLE
- [✓ B1] Maillot
- B2 2-Piece standard/bikini
- B99 Other, ____________

SIZE RANGE
- C1 Preschool (3 to 6x or S,M,L)
- [✓ C2] Girls (7 to 14 or S,M,L)
- C3 Chubby girls (8 1/2 to 16 1/2 S,M,L)
- C4 Preteen (6 to 16 or S,M,L)
- C99 Other, ____________

FIBER
- D99 Cotton, ______%
- E99 Polyester, ___%
- [✓ F99] Nylon, 100 %
- G99 Spandex, _____%
- H99 Other, ____________

FABRIC DESIGN
- I1 None, solid color
- I2 Printed
- [✓ J1] Multicolor (fiber or yarn dyed)
- J2 Jacquard or dobby, solid color
- J3 Jacquard or dobby, multicolor
- K99 Other, ____________

LINING
- L1 Fully or partially lined
- [✓ L2] Unlined

DETAILS/FEATURES
- [✓ M1] None
- M99 Specific features, ____________

BRAND/LABEL NAME

[✓ N99] Swim Princess

**STYLE NUMBER

[✓ P99] 493

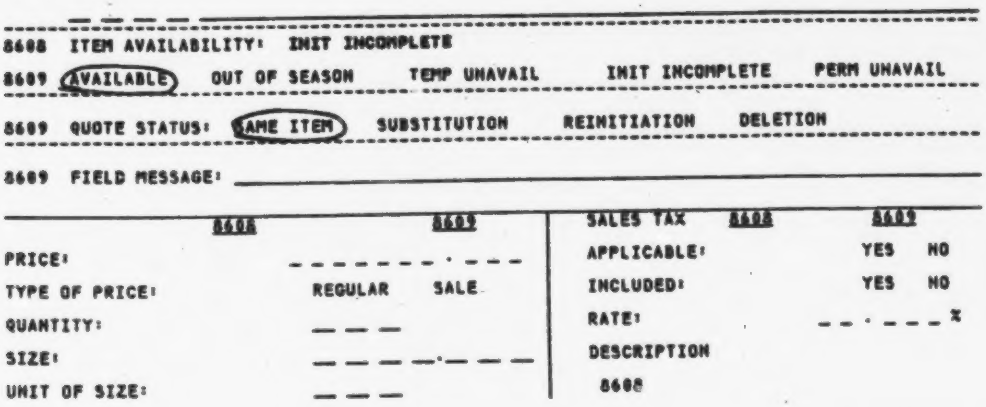
Z99

BLS 3400B (Rev. May 1986)

39015-2
Revised May 1986

Example: Initiation Completion

Circle AVAILABLE and SAME ITEM on the pricing schedule and complete a checklist.



8608 ITEM AVAILABILITY: INIT INCOMPLETE

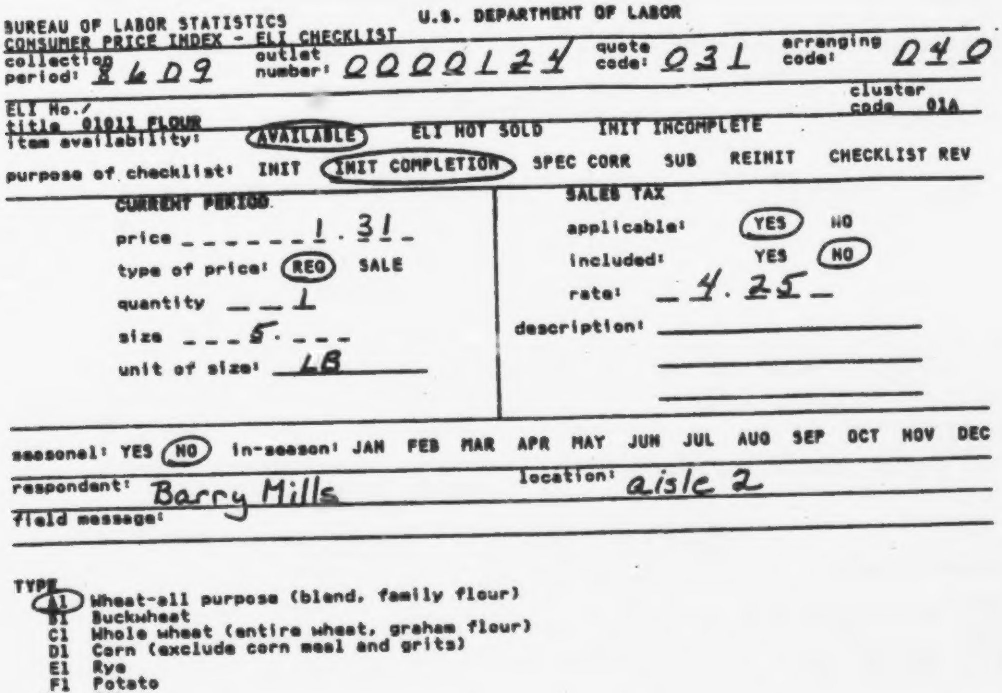
8609 [✓ AVAILABLE] OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE PERM UNAVAIL

8609 QUOTE STATUS: [✓ SAME ITEM] SUBSTITUTION REINITIATION DELETION

8609 FIELD MESSAGE: ____

	8608	8609
PRICE:		_ _ _ _ _ _ _ . _ _ _
TYPE OF PRICE:		REGULAR SALE
QUANTITY:		_ _ _
SIZE:		_ _ _ _ _ . _ _ _
UNIT OF SIZE:		_ _ _

SALES TAX	8608	8609
APPLICABLE:		YES NO
INCLUDED:		YES NO
RATE:		_ _ . _ _ _ %
DESCRIPTION		
8608		



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST

collection period: 8609 outlet number: 0000124 quote code: 031 arranging code: 040

ELI No./title 01011 FLOUR cluster code 01A

item availability: [✓ AVAILABLE] ELI NOT SOLD INIT INCOMPLETE

purpose of checklist: INIT [✓ INIT COMPLETION] SPEC CORR SUB REINIT CHECKLIST REV

CURRENT PERIOD

price _ _ _ _ _ _ 1 . 31 _

type of price: [✓ REG] SALE

quantity _ _ 1

size _ _ _ 5 . _ _ _

unit of size: LB

SALES TAX

applicable: [✓ YES] NO

included: YES [✓ NO]

rate: _ 4 . 25 _

description: ____

seasonal: YES [✓ NO] in-season: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

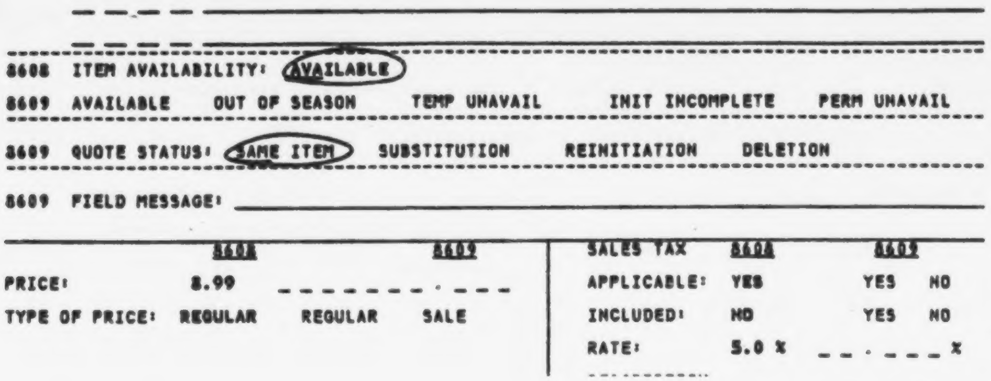
respondent: Barry Mills location: aisle 2

field message:

TYPE
[✓ A1] Wheat-all purpose (blend, family flour)
B1 Buckwheat
C1 Whole wheat (entire wheat, graham flour)
D1 Corn (exclude corn meal and grits)
E1 Rye
F1 Potato
Other

Example: Specification Corrections (more than three)

Circle AVAILABLE and SAME ITEM on the pricing schedule and complete a checklist.



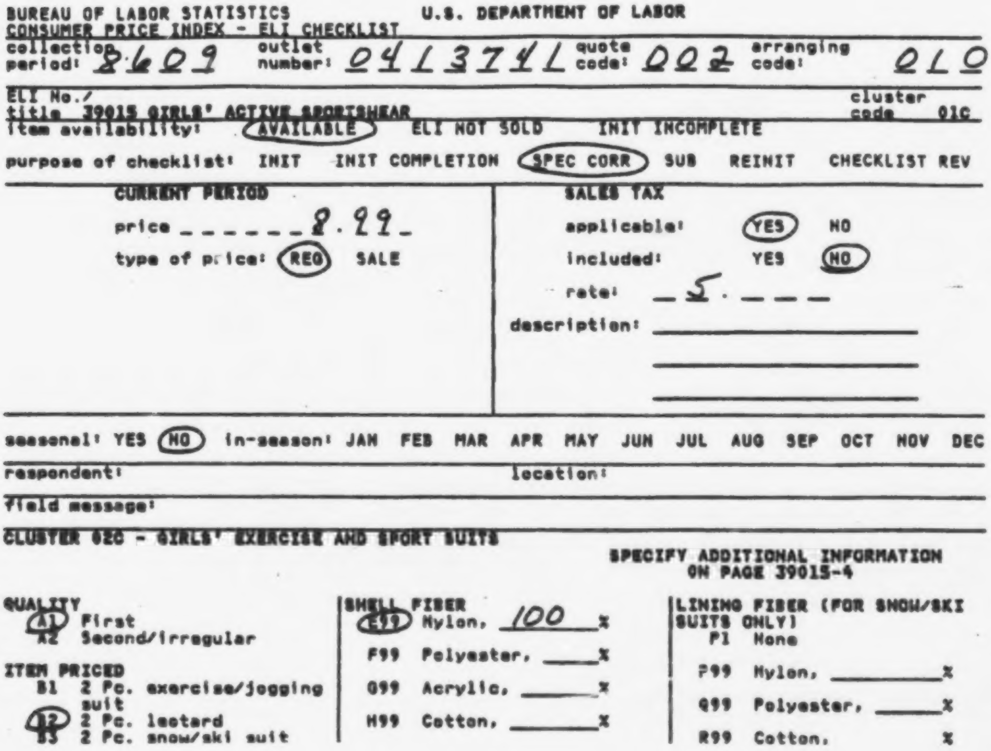
8608 ITEM AVAILABILITY: [✓ AVAILABLE]

8609 AVAILABLE OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE PERM UNAVAIL

8609 QUOTE STATUS: [✓ SAME ITEM] SUBSTITUTION REINITIATION DELETION

8609 FIELD MESSAGE: ______

	8608	8609		SALES TAX	8608	8609
PRICE:	8.99	________.___		APPLICABLE:	YES	YES NO
TYPE OF PRICE:	REGULAR	REGULAR SALE		INCLUDED:	NO	YES NO
				RATE:	5.0 %	__.___ %



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST

collection period: 8609 outlet number: 0413741 quote code: 002 arranging code: 010

ELI No./title 39015 GIRLS' ACTIVE SPORTSWEAR cluster code 01C

item availability: [✓ AVAILABLE] ELI NOT SOLD INIT INCOMPLETE

purpose of checklist: INIT INIT COMPLETION [✓ SPEC CORR] SUB REINIT CHECKLIST REV

CURRENT PERIOD
price ______8.99_
type of price: [✓ REG] SALE

SALES TAX
applicable: [✓ YES] NO
included: YES [✓ NO]
rate: _5.___
description: ______

seasonal: YES [✓ NO] in-season: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

respondent: location:

field message:

CLUSTER 02C - GIRLS' EXERCISE AND SPORT SUITS

SPECIFY ADDITIONAL INFORMATION
ON PAGE 39015-4

QUALITY
[✓ A1] First
A2 Second/irregular

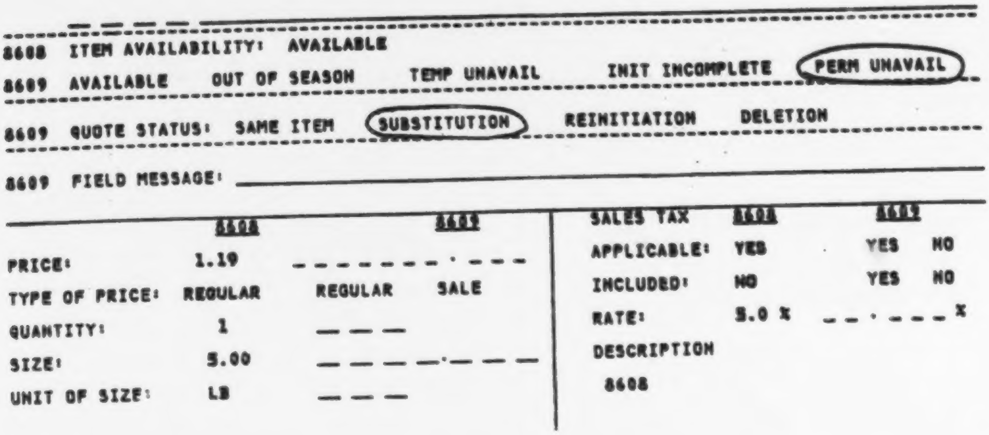
ITEM PRICED
B1 2 Pc. exercise/jogging suit
[✓ B2] 2 Pc. leotard
B3 2 Pc. snow/ski suit

SHELL FIBER
[✓ E99] Nylon, 100 %
F99 Polyester, ____%
G99 Acrylic, ____%
H99 Cotton, ____%

LINING FIBER (FOR SNOW/SKI SUITS ONLY)
P1 None
P99 Nylon, ____%
Q99 Polyester, ____%
R99 Cotton, %

Example: Substitution (no overlap)

Circle PERM UNAVAIL and SUBSTITUTION on the pricing schedule and complete a checklist.



8608 ITEM AVAILABILITY: AVAILABLE

8609 AVAILABLE OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE [✓ PERM UNAVAIL]

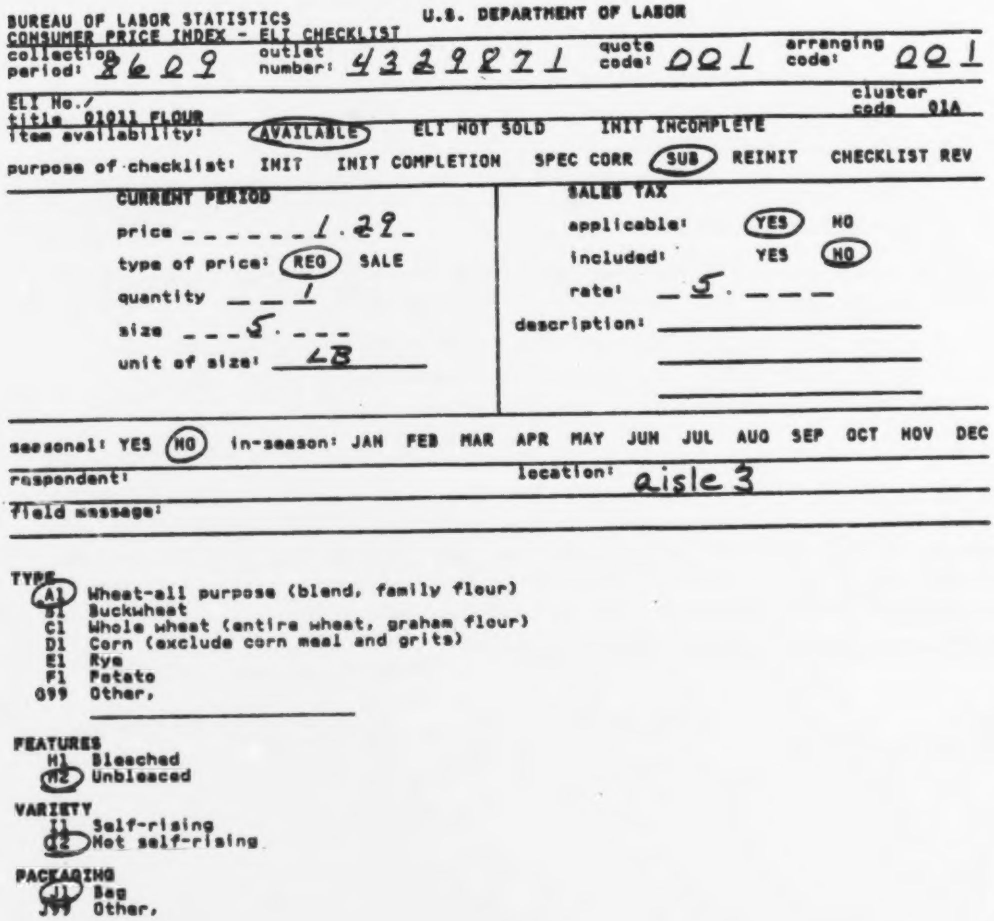
8609 QUOTE STATUS: SAME ITEM [✓ SUBSTITUTION] REINITIATION DELETION

8609 FIELD MESSAGE: ____

	8608	8609	
PRICE:	1.19	_ _ _ _ _ _ _ . _ _ _	
TYPE OF PRICE:	REGULAR	REGULAR	SALE
QUANTITY:	1	_ _ _	
SIZE:	5.00	_ _ _ _ . _ _ _	
UNIT OF SIZE:	LB	_ _ _	

SALES TAX	8608	8609	
APPLICABLE:	YES	YES	NO
INCLUDED:	NO	YES	NO
RATE:	5.0 %	_ _ . _ _ _ %	

DESCRIPTION
8608



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST

collection period: 8609 outlet number: 4329871 quote code: 001 arranging code: 001

ELI No./title 01011 FLOUR cluster code 01A

item availability: [✓ AVAILABLE] ELI NOT SOLD INIT INCOMPLETE

purpose of checklist: INIT INIT COMPLETION SPEC CORR [✓ SUB] REINIT CHECKLIST REV

CURRENT PERIOD

price _ _ _ _ _ _ 1.29

type of price: [✓ REG] SALE

quantity _ _ 1

size _ _ _ 5. _ _ _

unit of size: LB

SALES TAX

applicable: [✓ YES] NO

included: YES [✓ NO]

rate: _ 5. _ _ _

description: ____

seasonal: YES [✓ NO] in-season: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

respondent: location: aisle 3

field message:

TYPE
[✓ A1] Wheat-all purpose (blend, family flour)
B1 Buckwheat
C1 Whole wheat (entire wheat, graham flour)
D1 Corn (exclude corn meal and grits)
E1 Rye
F1 Potato
G99 Other, ____

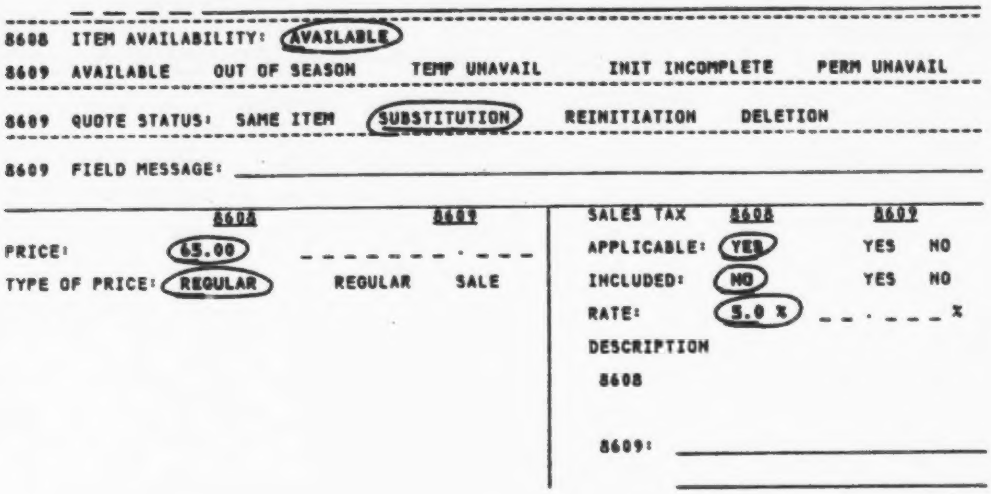
FEATURES
H1 Bleached
[✓ H2] Unbleaced

VARIETY
I1 Self-rising
[✓ I2] Not self-rising

PACKAGING
[✓ J1] Bag
J99 Other,

Example: Substitution (overlap)

Circle AVAILABLE and SUBSTITUTION on the pricing schedule and complete a checklist.



8608 ITEM AVAILABILITY: [✓ AVAILABLE]

8609 AVAILABLE OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE PERM UNAVAIL

8609 QUOTE STATUS: SAME ITEM [✓ SUBSTITUTION] REINITIATION DELETION

8609 FIELD MESSAGE: ____________

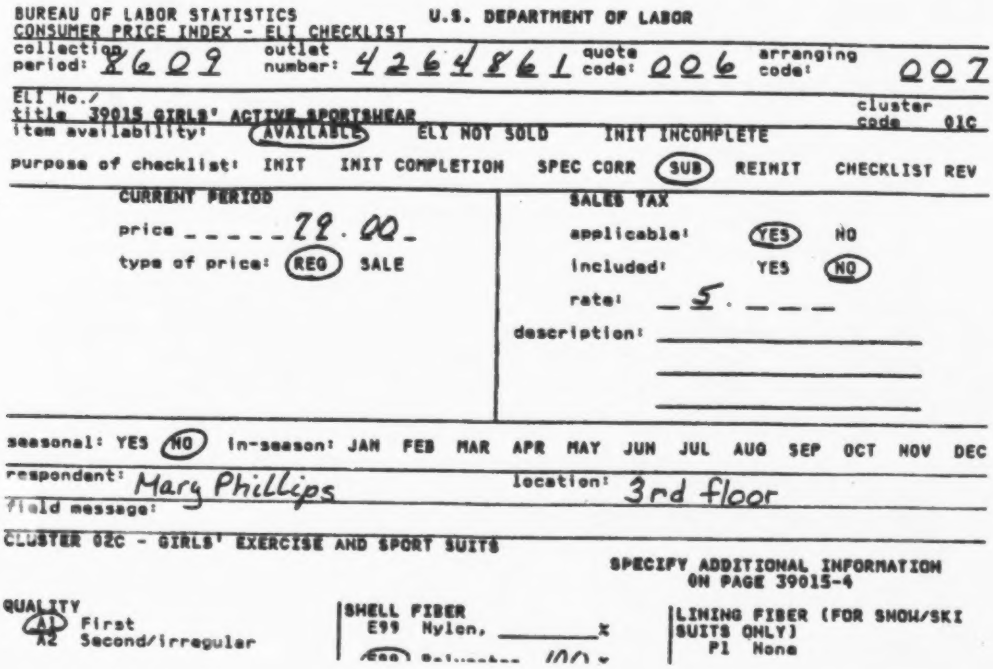
	8608	8609
PRICE:	[✓ 65.00]	_ _ _ _ _ _ _ . _ _ _
TYPE OF PRICE:	[✓ REGULAR]	REGULAR SALE

SALES TAX	8608	8609
APPLICABLE:	[✓ YES]	YES NO
INCLUDED:	[✓ NO]	YES NO
RATE:	[✓ 5.0 %]	_ _ . _ _ _ %

DESCRIPTION

8608

8609: ____________



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST

collection period: 8609 outlet number: 4264861 quote code: 006 arranging code: 007

ELI No./title 39015 GIRLS' ACTIVE SPORTSWEAR cluster code 01C

item availability: [✓ AVAILABLE] ELI NOT SOLD INIT INCOMPLETE

purpose of checklist: INIT INIT COMPLETION SPEC CORR [✓ SUB] REINIT CHECKLIST REV

CURRENT PERIOD

price _ _ _ _ _ 79.00

type of price: [✓ REG] SALE

SALES TAX

applicable: [✓ YES] NO

included: YES [✓ NO]

rate: _ 5. _ _ _

description: ____________

seasonal: YES [✓ NO] in-season: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

respondent: Mary Phillips location: 3rd floor

field message:

CLUSTER 02C - GIRLS' EXERCISE AND SPORT SUITS

SPECIFY ADDITIONAL INFORMATION
ON PAGE 39015-4

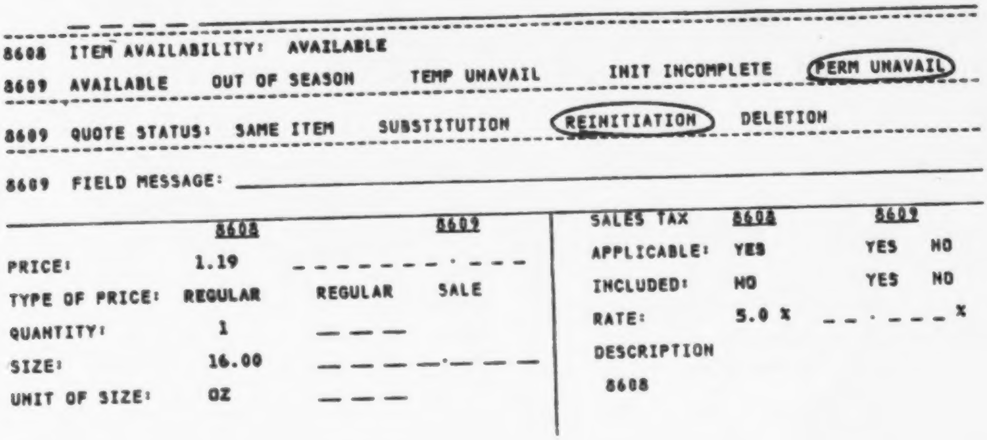
QUALITY
[✓ A1] First
A2 Second/irregular

SHELL FIBER
E99 Nylon, ________%

LINING FIBER (FOR SNOW/SKI SUITS ONLY)
P1 None

Example: Reinitiation (no overlap)

Circle PERM UNAVAIL and REINITIATION on the pricing schedule and complete a checklist.



8608 ITEM AVAILABILITY: AVAILABLE

8609 AVAILABLE OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE [✓ PERM UNAVAIL]

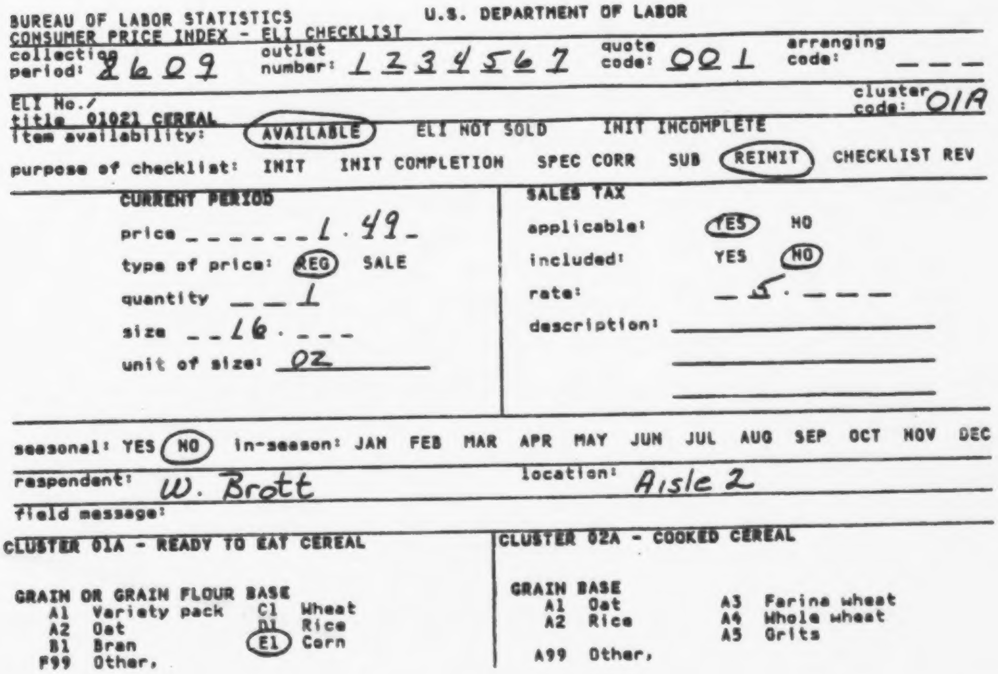
8609 QUOTE STATUS: SAME ITEM SUBSTITUTION [✓ REINITIATION] DELETION

8609 FIELD MESSAGE: ____

	8608	8609	
PRICE:	1.19	_ _ _ _ _ _ _ . _ _ _	
TYPE OF PRICE:	REGULAR	REGULAR	SALE
QUANTITY:	1	_ _ _	
SIZE:	16.00	_ _ _ _ _ . _ _ _	
UNIT OF SIZE:	OZ	_ _ _	

SALES TAX	8608	8609	
APPLICABLE:	YES	YES	NO
INCLUDED:	NO	YES	NO
RATE:	5.0 %	_ _ . _ _ _ %	

DESCRIPTION
8608



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST

collection period: 8609 outlet number: 1234567 quote code: 001 arranging code: _ _ _

ELI No./title 01021 CEREAL cluster code: 01A

item availability: [✓ AVAILABLE] ELI NOT SOLD INIT INCOMPLETE

purpose of checklist: INIT INIT COMPLETION SPEC CORR SUB [✓ REINIT] CHECKLIST REV

CURRENT PERIOD

price _ _ _ _ _ _ 1.49

type of price: [✓ REG] SALE

quantity _ _ 1

size _ _ 16. _ _ _

unit of size: OZ

SALES TAX

applicable: [✓ YES] NO

included: YES [✓ NO]

rate: _ 5. _ _ _

description: ____

seasonal: YES [✓ NO] in-season: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

respondent: W. Brott location: Aisle 2

field message:

CLUSTER 01A - READY TO EAT CEREAL

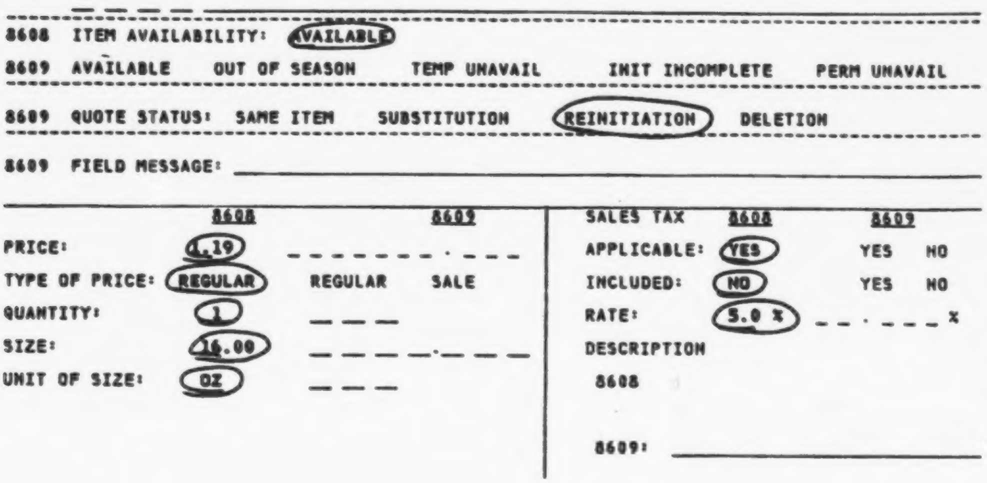
GRAIN OR GRAIN FLOUR BASE
- A1 Variety pack
- A2 Oat
- B1 Bran
- F99 Other,
- C1 Wheat
- D1 Rice
- [✓ E1] Corn

CLUSTER 02A - COOKED CEREAL

GRAIN BASE
- A1 Oat
- A2 Rice
- A99 Other,
- A3 Farina wheat
- A4 Whole wheat
- A5 Grits

Example: Reinitiation (overlap)

Circle AVAILABLE and REINITIATION on the pricing schedule and complete a checklist.



8608 ITEM AVAILABILITY: [✓ AVAILABLE]

8609 AVAILABLE OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE PERM UNAVAIL

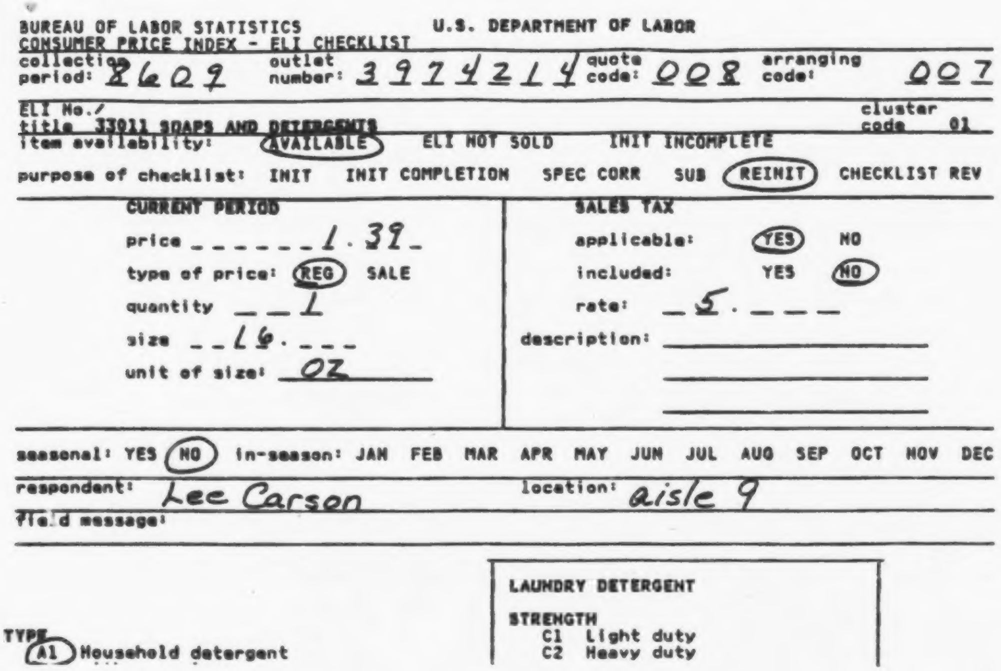
8609 QUOTE STATUS: SAME ITEM SUBSTITUTION [✓ REINITIATION] DELETION

8609 FIELD MESSAGE:

	8608	8609
PRICE:	[✓ 1.19]	_ _ _ _ _ _ _ . _ _ _
TYPE OF PRICE:	[✓ REGULAR]	REGULAR SALE
QUANTITY:	[✓ 1]	_ _ _
SIZE:	[✓ 16.00]	_ _ _ _ _ . _ _ _
UNIT OF SIZE:	[✓ OZ]	_ _ _

SALES TAX	8608	8609
APPLICABLE:	[✓ YES]	YES NO
INCLUDED:	[✓ NO]	YES NO
RATE:	[✓ 5.0 %]	_ _ . _ _ _ %

DESCRIPTION
8608
8609:



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST
collection period: 8609 outlet number: 3974214 quote code: 008 arranging code: 007
ELI No./title 33011 SOAPS AND DETERGENTS cluster code 01
item availability: [✓ AVAILABLE] ELI NOT SOLD INIT INCOMPLETE
purpose of checklist: INIT INIT COMPLETION SPEC CORR SUB [✓ REINIT] CHECKLIST REV

CURRENT PERIOD
price 1.39
type of price: [✓ REG] SALE
quantity 1
size 16.
unit of size: OZ

SALES TAX
applicable: [✓ YES] NO
included: YES [✓ NO]
rate: 5.
description:

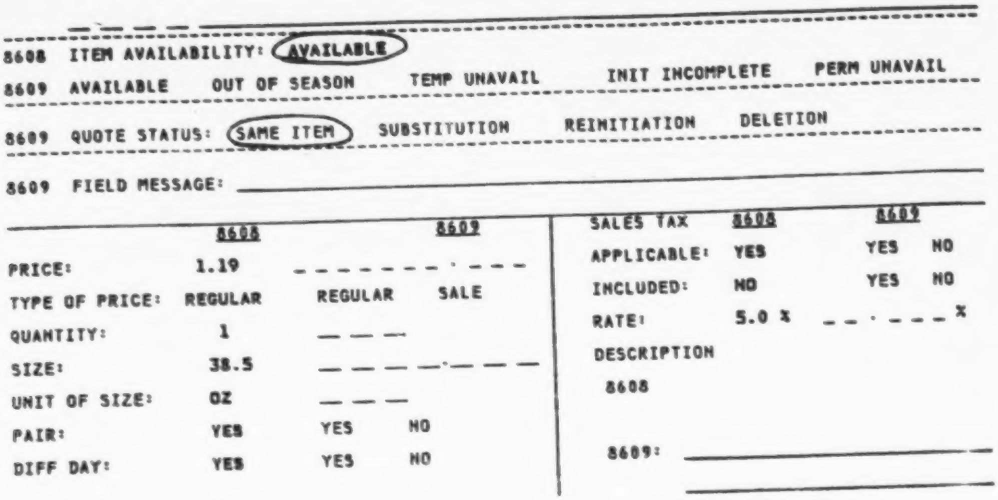
seasonal: YES [✓ NO] in-season: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
respondent: Lee Carson location: aisle 9
field message:

TYPE
[✓ A1] Household detergent

LAUNDRY DETERGENT
STRENGTH
C1 Light duty
C2 Heavy duty

Example: Checklist Revision (no substitution necessary)

Circle AVAILABLE and SAME ITEM on the pricing schedule. Leave the price adjuncts and sales tax information blank. Complete a new checklist and circle AVAILABLE in item availability and CHECKLIST REV in purpose of checklist.

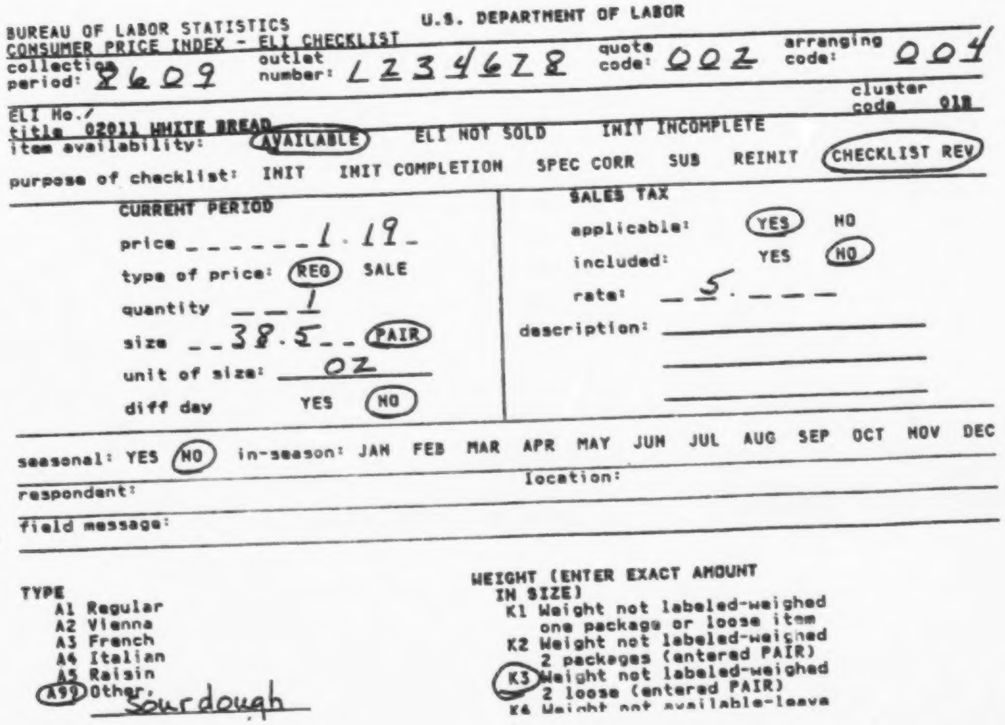


8608 ITEM AVAILABILITY: [✓ AVAILABLE]
8609 AVAILABLE OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE PERM UNAVAIL
8609 QUOTE STATUS: [✓ SAME ITEM] SUBSTITUTION REINITIATION DELETION
8609 FIELD MESSAGE: ____

	8608	8609	
PRICE:	1.19	_ _ _ _ _ _ _ _ . _ _ _	
TYPE OF PRICE:	REGULAR	REGULAR	SALE
QUANTITY:	1	_ _ _	
SIZE:	38.5	_ _ _ _ . _ _ _	
UNIT OF SIZE:	OZ	_ _ _	
PAIR:	YES	YES	NO
DIFF DAY:	YES	YES	NO

SALES TAX	8608	8609	
APPLICABLE:	YES	YES	NO
INCLUDED:	NO	YES	NO
RATE:	5.0 %	_ _ . _ _ _ %	

DESCRIPTION
8608
8609: ____



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST
collection period: 8609 outlet number: 1234678 quote code: 002 arranging code: 004
cluster code 01B
ELI No./title 02011 WHITE BREAD
item availability: [✓ AVAILABLE] ELI NOT SOLD INIT INCOMPLETE
purpose of checklist: INIT INIT COMPLETION SPEC CORR SUB REINIT [✓ CHECKLIST REV]

CURRENT PERIOD
price _ _ _ _ _ _ 1.19 _
type of price: [✓ REG] SALE
quantity _ _ 1
size _ _ 38.5 _ _ [✓ PAIR]
unit of size: OZ
diff day YES [✓ NO]

SALES TAX
applicable: [✓ YES] NO
included: YES [✓ NO]
rate: _ 5. _ _ _
description: ____

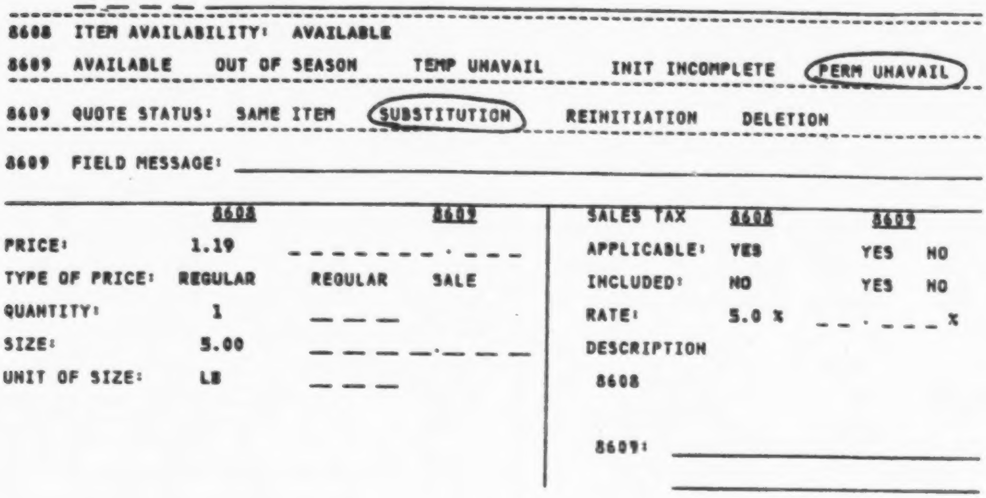
seasonal: YES [✓ NO] in-season: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC
respondent: location:
field message:

TYPE
A1 Regular
A2 Vienna
A3 French
A4 Italian
A5 Raisin
[✓ A99] Other, Sourdough

WEIGHT (ENTER EXACT AMOUNT IN SIZE)
K1 Weight not labeled-weighed one package or loose item
K2 Weight not labeled-weighed 2 packages (entered PAIR)
[✓ K3] Weight not labeled-weighed 2 loose (entered PAIR)
K4 Weight not available-leave

Example: Checklist Revision (substitution required)

If you cannot price the current item, circle PERM UNAVAIL and SUBSTITUTION on the pricing schedule and describe the substitute on the revised checklist.



8608 ITEM AVAILABILITY: AVAILABLE

8609 AVAILABLE OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE [✓ PERM UNAVAIL]

8609 QUOTE STATUS: SAME ITEM [✓ SUBSTITUTION] REINITIATION DELETION

8609 FIELD MESSAGE: ______

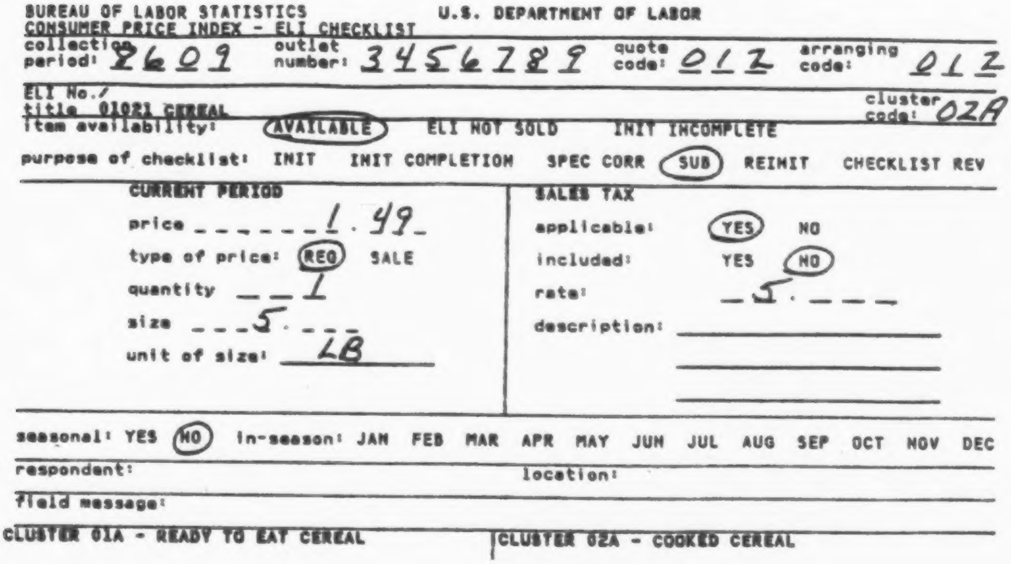
	8608	8609
PRICE:	1.19	_ _ _ _ _ _ _ . _ _ _
TYPE OF PRICE:	REGULAR	REGULAR SALE
QUANTITY:	1	_ _ _
SIZE:	5.00	_ _ _ _ . _ _ _
UNIT OF SIZE:	LB	_ _ _

SALES TAX	8608	8609
APPLICABLE:	YES	YES NO
INCLUDED:	NO	YES NO
RATE:	5.0 %	_ _ . _ _ _ %

DESCRIPTION

8608

8609: ______



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST

collection period: 8609 outlet number: 3456789 quote code: 012 arranging code: 012

ELI No./title 01021 CEREAL cluster code: 02A

item availability: [✓ AVAILABLE] ELI NOT SOLD INIT INCOMPLETE

purpose of checklist: INIT INIT COMPLETION SPEC CORR [✓ SUB] REINIT CHECKLIST REV

CURRENT PERIOD

price 1.49

type of price: [✓ REG] SALE

quantity 1

size 5.

unit of size: LB

SALES TAX

applicable: [✓ YES] NO

included: YES [✓ NO]

rate: 5.

description: ______

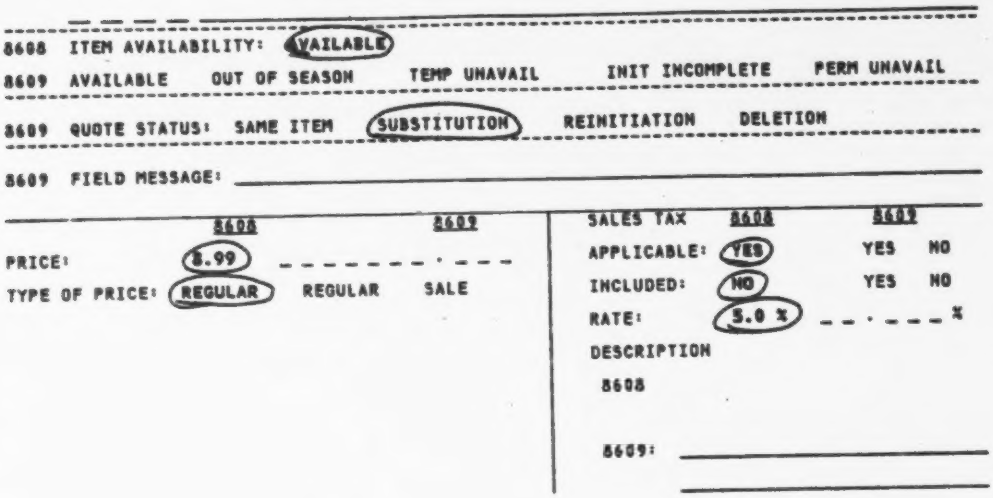
seasonal: YES [✓ NO] in-season: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

respondent: location:

field message:

CLUSTER 01A - READY TO EAT CEREAL | CLUSTER 02A - COOKED CEREAL

If you can price the current item, circle **AVAILABLE** and **SUBSTITUTION** on the pricing schedule. Describe the substitute on the revised checklist.



8608 ITEM AVAILABILITY: [✓ AVAILABLE]
8609 AVAILABLE OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE PERM UNAVAIL

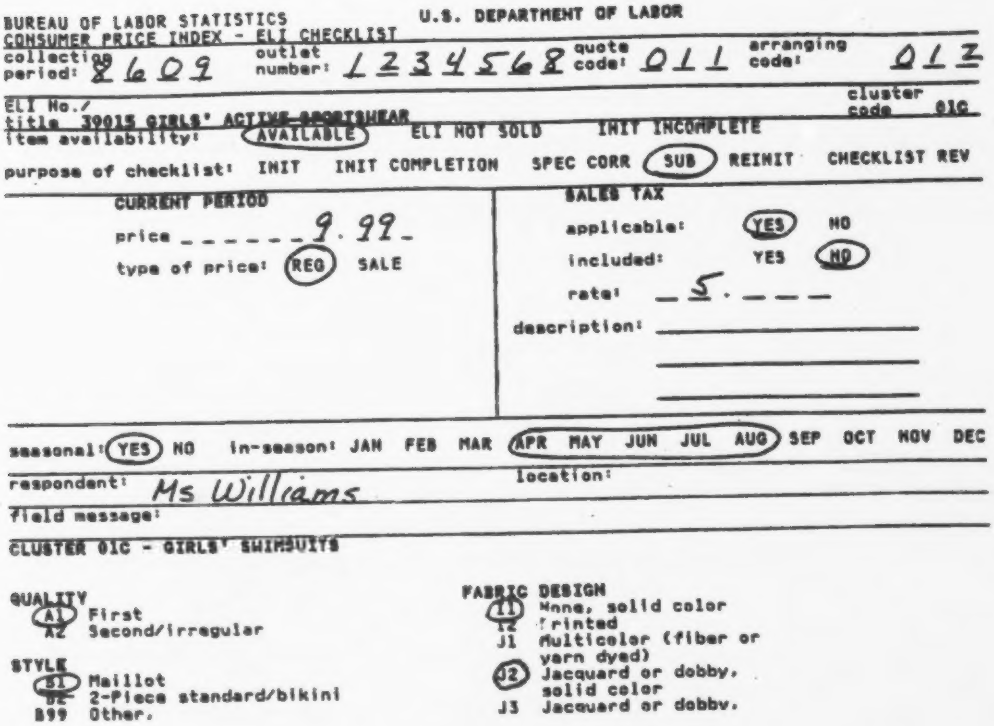
8609 QUOTE STATUS: SAME ITEM [✓ SUBSTITUTION] REINITIATION DELETION

8609 FIELD MESSAGE: ____

	8608	8609	
PRICE:	[✓ 8.99]	_ _ _ _ _ _ _ _ . _ _ _	
TYPE OF PRICE:	[✓ REGULAR]	REGULAR	SALE

SALES TAX	8608	8609	
APPLICABLE:	[✓ YES]	YES	NO
INCLUDED:	[✓ NO]	YES	NO
RATE:	[✓ 5.0 %]	_ _ . _ _ _ %	

DESCRIPTION
8608
8609: ____



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST

collection period: 8609 outlet number: 1234568 quote code: 011 arranging code: 012

ELI No./title 39015 GIRLS' ACTIVE SPORTSWEAR cluster code 01C

item availability: [✓ AVAILABLE] ELI NOT SOLD INIT INCOMPLETE

purpose of checklist: INIT INIT COMPLETION SPEC CORR [✓ SUB] REINIT CHECKLIST REV

CURRENT PERIOD
price 9.99
type of price: [✓ REG] SALE

SALES TAX
applicable: [✓ YES] NO
included: YES [✓ NO]
rate: 5.
description: ____

seasonal: [✓ YES] NO in-season: JAN FEB MAR [✓ APR MAY JUN JUL AUG] SEP OCT NOV DEC

respondent: Ms Williams location:

field message:

CLUSTER 01C - GIRLS' SWIMSUITS

QUALITY
[✓ A1] First
A2 Second/irregular

STYLE
[✓ B1] Maillot
B2 2-Piece standard/bikini
B99 Other.

FABRIC DESIGN
[✓ I1] None, solid color
I2 Printed
J1 Multicolor (fiber or yarn dyed)
[✓ J2] Jacquard or dobby, solid color
J3 Jacquard or dobby.

Example: Correct Specifications and Substitute (overlap)

Circle AVAILABLE and SUBSTITUTION on the pricing schedule. Complete two checklists. Circle SPEC CORR in the purpose of checklist section and make the corrections on the first checklist.

8608 ITEM AVAILABILITY: [✓ AVAILABLE]

8609 AVAILABLE OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE PERM UNAVAIL

8609 QUOTE STATUS: SAME ITEM [✓ SUBSTITUTION] REINITIATION DELETION

8609 FIELD MESSAGE: ____________________

	8608	8609	
PRICE:	8.99	________.___	
TYPE OF PRICE:	REGULAR	REGULAR	SALE

SALES TAX	8608	8609	
APPLICABLE:	YES	YES	NO
INCLUDED:	NO	YES	NO
RATE:	5.0 %	__.___ %	

DESCRIPTION
8608
8609: ____________________

BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST

collection period: 8609 outlet number: 1234567 quote code: 010 arranging code: 012

ELI No./title 41011 INFANTS' AND TODDLERS' OUTERWEAR cluster code 012

item availability: [✓ AVAILABLE] ELI NOT SOLD INIT INCOMPLETE

purpose of checklist: INIT INIT COMPLETION [✓ SPEC CORR] SUB REINIT CHECKLIST REV

CURRENT PERIOD
price ______8.99
type of price: [✓ REG] SALE

SALES TAX
applicable: [✓ YES] NO
included: YES [✓ NO]
rate: 5.___
description: ____________________

seasonal: [✓ YES] NO in-season: [✓ JAN FEB MAR] APR MAY JUN JUL AUG [✓ SEP OCT NOV DEC]

respondent: location:

field message:

QUALITY
A1 First
[✓ A2] Second/irregular

ITEM PRICED
B1 Coat/Jacket
B2 Snowsuit
[✓ B3] Bunting
B4 Pramsuit
B99 Other, ____________

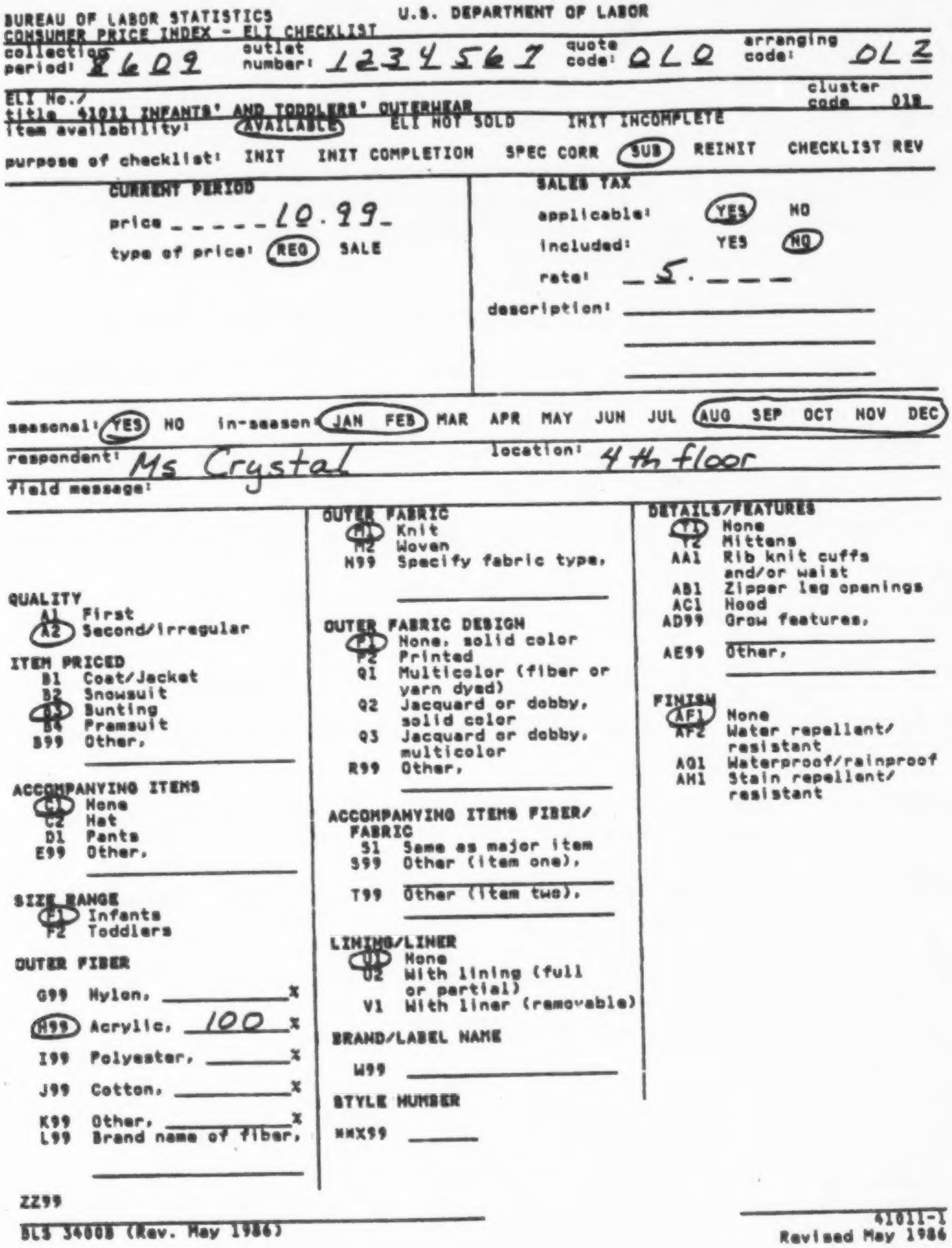
OUTER FABRIC
[✓ M1] Knit
M2 Woven
M99 Specify fabric type, ____________

OUTER FABRIC DESIGN
[✓ P1] None, solid color
P2 Printed
Q1 Multicolor (fiber or yarn dyed)
Q2 Jacquard or dobby, solid color
Q3 Jacquard or dobby, multicolor
R99 Other,

DETAILS/FEATURES
[✓ Y1] None
Y2 Mittens
AA1 Rib knit cuffs and/or waist
AB1 Zipper leg openings
AC1 Hood
AD99 Grow features, ____________
AE99 Other, ____________

FINISH
[✓ AF1] None
AF2 Water repellent/resistant
AG1 Waterproof/rainproof

Circle SUB in the purpose of checklist section and describe the substitute item on the second checklist.



BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST

collection period: 8609
outlet number: 1234567
quote code: 010
arranging code: 012

ELI No./title 41011 INFANTS' AND TODDLERS' OUTERWEAR
cluster code 01B

item availability: [✓ AVAILABLE] ELI NOT SOLD INIT INCOMPLETE

purpose of checklist: INIT INIT COMPLETION SPEC CORR [✓ SUB] REINIT CHECKLIST REV

CURRENT PERIOD
price 10.99
type of price: [✓ REG] SALE

SALES TAX
applicable: [✓ YES] NO
included: YES [✓ NO]
rate: 5.
description:

seasonal: [✓ YES] NO in-season: [✓ JAN] [✓ FEB] MAR APR MAY JUN JUL [✓ AUG] [✓ SEP] [✓ OCT] [✓ NOV] [✓ DEC]

respondent: Ms Crystal
location: 4th floor

field message:

QUALITY
A1 First
[✓ A2] Second/irregular

ITEM PRICED
B1 Coat/Jacket
B2 Snowsuit
[✓ B3] Bunting
B4 Pramsuit
B99 Other,

ACCOMPANYING ITEMS
[✓ C1] None
C2 Hat
D1 Pants
E99 Other,

SIZE RANGE
[✓ F1] Infants
F2 Toddlers

OUTER FIBER
G99 Nylon, ______%
[✓ H99] Acrylic, 100 %
I99 Polyester, ______%
J99 Cotton, ______%
K99 Other, ______%
L99 Brand name of fiber,

ZZ99

OUTER FABRIC
[✓ M1] Knit
M2 Woven
N99 Specify fabric type,

OUTER FABRIC DESIGN
[✓ P1] None, solid color
P2 Printed
Q1 Multicolor (fiber or yarn dyed)
Q2 Jacquard or dobby, solid color
Q3 Jacquard or dobby, multicolor
R99 Other,

ACCOMPANYING ITEMS FIBER/FABRIC
S1 Same as major item
S99 Other (item one),
T99 Other (item two),

LINING/LINER
[✓ U1] None
U2 With lining (full or partial)
V1 With liner (removable)

BRAND/LABEL NAME
W99

STYLE NUMBER
WWX99

DETAILS/FEATURES
[✓ Y1] None
Y2 Mittens
AA1 Rib knit cuffs and/or waist
AB1 Zipper leg openings
AC1 Hood
AD99 Grow features,
AE99 Other,

FINISH
[✓ AF1] None
AF2 Water repellent/resistant
AG1 Waterproof/rainproof
AH1 Stain repellent/resistant

BLS 3400B (Rev. May 1986)

41011-1
Revised May 1986

G. CORRECTIONS

This section is reserved for corrections to price and price adjuncts and sales tax information. Make any necessary explanations of actions in the Field Message section or on an SO-608A. The corrected data is entered next to the headings in this section. Only correct the section that was in error. Enter the corrected data and effective date. Nothing else needs to be filled out.

When multiple corrections have the same effective date, enter the corrections and the effective date in the corrections section.

When there is more than one effective date for the correction(s), enter the correction with the earliest effective date in the corrections section. Enter the subsequent effective date(s) and correction(s) in a field message.

Below are the headings and instructions for making corrections.

Effective date -	Enter the effective date of the correction or corrections reported.
Type of price -	Circle either regular or sale for the type of price.
Price -	Enter the correct price in the space provided.
Quantity -	Enter the correct quantity in the spaces provided.
Size -	Enter the correct size in the spaces provided.
Unit of size -	Enter the correct unit of size in the spaces provided.
Applicable -	Circle either yes or no if the sales tax is applicable.
Included -	Circle either yes or no if the sales tax is included.
Rate -	Enter the correct sales tax rate in the spaces provided.

EXAMPLE: The Field Representative realizes that the sales tax rate has been 4% since 09/28/85

CORRECTIONS

EFFECTIVE DATE: 09 / 28 / 85 TYPE OF PRICE: REGULAR SALE

PRICE:_______.___ QUANTITY:___ SIZE:____.___ UNIT OF SIZE:___

PAIR: YES NO DIFF DAY: YES NO

SALES TAX APPLICABLE: YES NO INCLUDED: YES NO RATE: 4.___%

EXAMPLE: The Field Representative realizes that the price and quantity have been incorrectly reported since 10/31/85.

CORRECTIONS

EFFECTIVE DATE: 10 / 31 / 85 TYPE OF PRICE: REGULAR SALE

PRICE: 2.99 QUANTITY: 2 SIZE:____.___ UNIT OF SIZE:___

PAIR: YES NO DIFF DAY: YES NO

SALES TAX APPLICABLE: YES NO INCLUDED: YES NO RATE:__.___%

EXAMPLE: The Field Representative realizes that the price has been incorrectly reported since 10/31/85 and the quantity has been incorrectly reported since 11/15/85.

CORRECTIONS

EFFECTIVE DATE: 10 / 31 / 85 TYPE OF PRICE: REGULAR SALE

PRICE: 3.99 QUANTITY:___ SIZE:____.___ UNIT OF SIZE:___

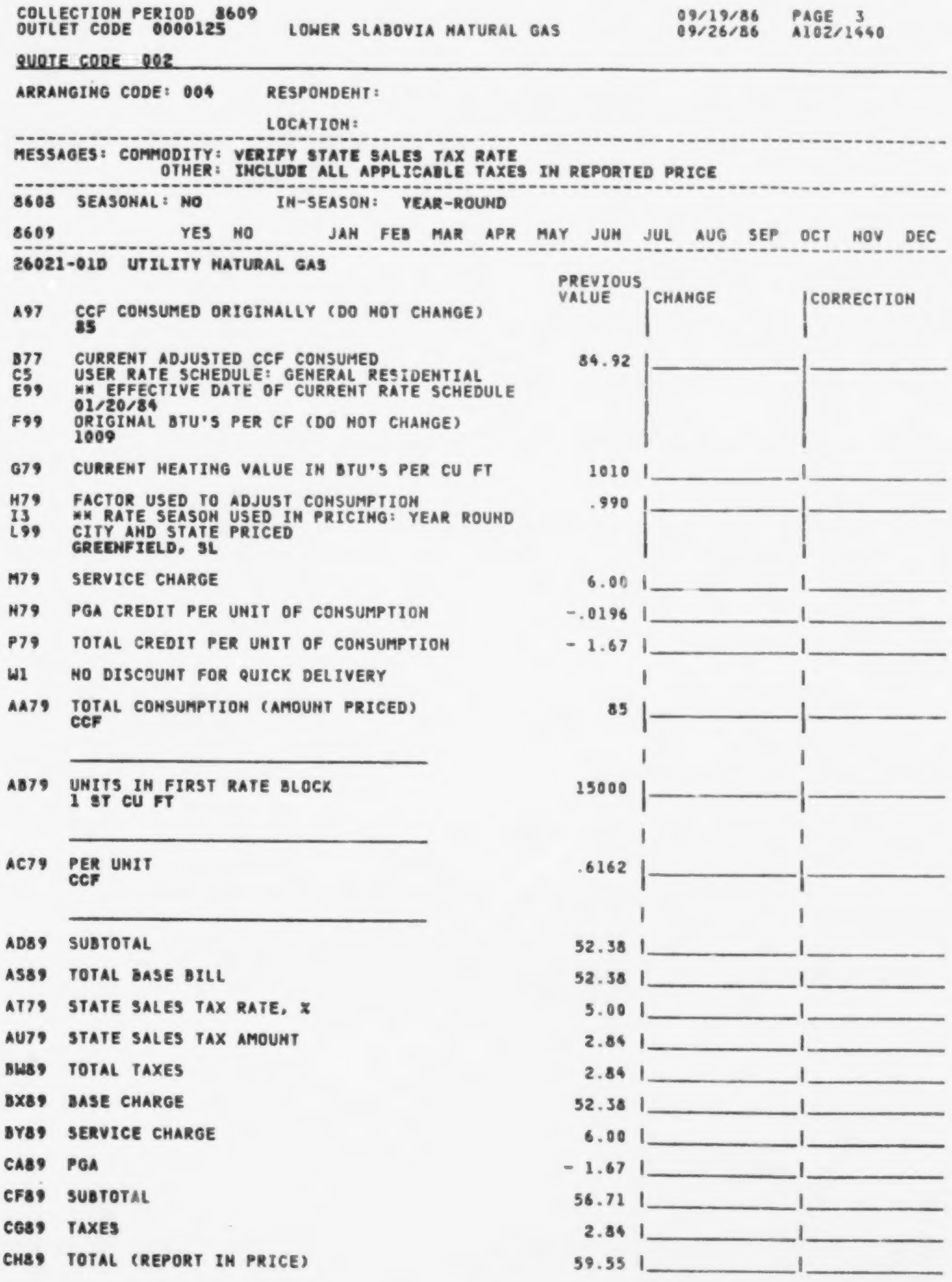
PAIR: YES NO DIFF DAY: YES NO

SALES TAX APPLICABLE: YES NO INCLUDED: YES NO RATE:__.___%

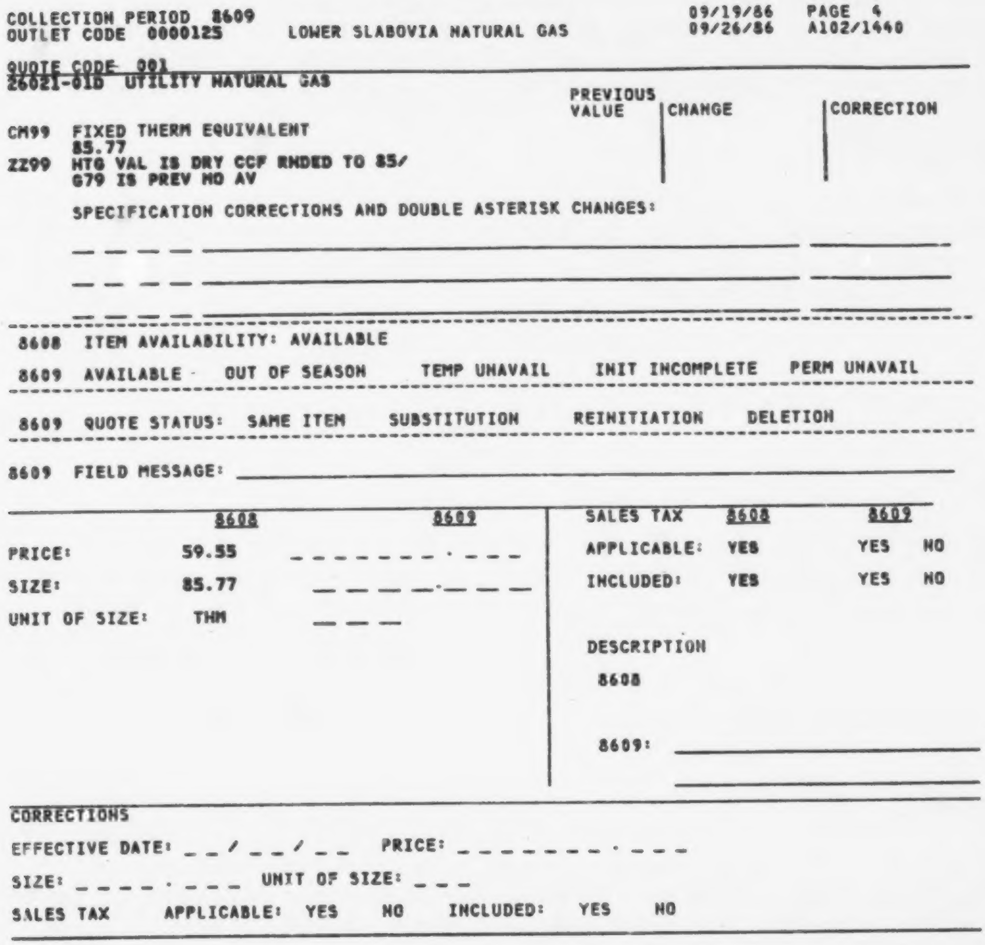
8601 FIELD MESSAGE: The quantity has been 2 since 11/15/85

H. PRICING WITH COMPONENT PRICES

The pricing schedule for component prices differs from the regular pricing schedule only in specification elements section. Follow the normal procedures for filling out a pricing schedule except in the specification elements section of this form. Below is an example of a component pricing schedule.



```
COLLECTION PERIOD  8609                                        09/19/86   PAGE  3
OUTLET CODE  0000125     LOWER SLABOVIA NATURAL GAS            09/26/86   A102/1440

QUOTE CODE  002
______________________________________________________________________________________
ARRANGING CODE: 004      RESPONDENT:

                         LOCATION:
--------------------------------------------------------------------------------------
MESSAGES: COMMODITY: VERIFY STATE SALES TAX RATE
              OTHER: INCLUDE ALL APPLICABLE TAXES IN REPORTED PRICE
--------------------------------------------------------------------------------------
8608  SEASONAL: NO       IN-SEASON:  YEAR-ROUND

8609              YES  NO       JAN  FEB  MAR  APR  MAY  JUN  JUL  AUG  SEP  OCT  NOV  DEC
--------------------------------------------------------------------------------------
26021-01D  UTILITY NATURAL GAS
                                                   PREVIOUS
                                                   VALUE    |CHANGE        |CORRECTION
A97    CCF CONSUMED ORIGINALLY (DO NOT CHANGE)              |              |
       85                                                   |              |

B77    CURRENT ADJUSTED CCF CONSUMED                 84.92  |______________|______________
C5     USER RATE SCHEDULE: GENERAL RESIDENTIAL              |              |
E99    ** EFFECTIVE DATE OF CURRENT RATE SCHEDULE           |              |
       01/20/84                                             |              |
F99    ORIGINAL BTU'S PER CF (DO NOT CHANGE)                |              |
       1009                                                 |              |

G79    CURRENT HEATING VALUE IN BTU'S PER CU FT       1010  |______________|______________

H79    FACTOR USED TO ADJUST CONSUMPTION              .990  |______________|______________
I3     ** RATE SEASON USED IN PRICING: YEAR ROUND           |              |
L99    CITY AND STATE PRICED                                |              |
       GREENFIELD, SL                                       |              |

M79    SERVICE CHARGE                                 6.00  |______________|______________

N79    PGA CREDIT PER UNIT OF CONSUMPTION           -.0196  |______________|______________

P79    TOTAL CREDIT PER UNIT OF CONSUMPTION         - 1.67  |______________|______________

W1     NO DISCOUNT FOR QUICK DELIVERY                       |              |

AA79   TOTAL CONSUMPTION (AMOUNT PRICED)                85  |______________|______________
       CCF
                                                            |              |
       ______________________________
                                                            |              |
AB79   UNITS IN FIRST RATE BLOCK                     15000  |______________|______________
       1 ST CU FT
                                                            |              |
       ______________________________
                                                            |              |
AC79   PER UNIT                                      .6162  |______________|______________
       CCF
                                                            |              |
       ______________________________
                                                            |              |
AD89   SUBTOTAL                                      52.38  |______________|______________

AS89   TOTAL BASE BILL                               52.38  |______________|______________

AT79   STATE SALES TAX RATE, %                        5.00  |______________|______________

AU79   STATE SALES TAX AMOUNT                         2.84  |______________|______________

BW89   TOTAL TAXES                                    2.84  |______________|______________

BX89   BASE CHARGE                                   52.38  |______________|______________

BY89   SERVICE CHARGE                                 6.00  |______________|______________

CA89   PGA                                          - 1.67  |______________|______________

CF89   SUBTOTAL                                      56.71  |______________|______________

CG89   TAXES                                          2.84  |______________|______________

CH89   TOTAL (REPORT IN PRICE)                       59.55  |______________|______________
```



COLLECTION PERIOD 8609 09/19/86 PAGE 4
OUTLET CODE 0000125 LOWER SLABOVIA NATURAL GAS 09/26/86 A102/1440

QUOTE CODE 001
26021-01D UTILITY NATURAL GAS

	PREVIOUS VALUE	CHANGE	CORRECTION
CM99 FIXED THERM EQUIVALENT 85.77			
ZZ99 HTG VAL IS DRY CCF RNDED TO 85/ G79 IS PREV NO AV			

SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES:

_ _ _ _ ______________________________ __________
_ _ _ _ ______________________________ __________
_ _ _ _ ______________________________ __________

8608 ITEM AVAILABILITY: AVAILABLE

8609 AVAILABLE OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE PERM UNAVAIL

8609 QUOTE STATUS: SAME ITEM SUBSTITUTION REINITIATION DELETION

8609 FIELD MESSAGE: ______________________________

	8608	8609
PRICE:	59.55	_ _ _ _ _ _ _ . _ _ _
SIZE:	85.77	_ _ _ _ . _ _ _
UNIT OF SIZE:	THM	_ _ _

SALES TAX	8608	8609	
APPLICABLE:	YES	YES	NO
INCLUDED:	YES	YES	NO

DESCRIPTION
8608

8609: ______________________________
____

CORRECTIONS
EFFECTIVE DATE: _ _ / _ _ / _ _ PRICE: _ _ _ _ _ _ _ . _ _ _
SIZE: _ _ _ _ . _ _ _ UNIT OF SIZE: _ _ _
SALES TAX APPLICABLE: YES NO INCLUDED: YES NO

The specification elements section of the pricing schedule contains three columns with the headings PREVIOUS VALUE, CHANGE, and CORRECTION in addition to the specification elements of the item. Below are procedures for making entries in these columns. (See Chapter 12, Component Pricing for more detailed procedures.

PREVIOUS VALUE

The values of the components and subtotals from the previous collection period appear in the previous value column. Circle these values if they remain the same as the values in the previous collection period.

		PREVIOUS VALUE	CHANGE	CORRECTION
M79	SERVICE CHARGE	6.00		

CHANGE

If the value for a component or subtotal changes, line through the preprinted entry in the previous value column and enter the current value in the change column.

		PREVIOUS VALUE	CHANGE	CORRECTION
M79	SERVICE CHARGE	~~6.00~~	5.00	

CORRECTION

If the value of a component or subtotal is incorrect, enter the correction in the correction column. Enter the effective date of the correction in the Corrections for price and price adjunct section and explain the error in a field message. (Do not use the section for Specification Corrections and Double Asterisk Changes to record corrections in the values for components and subtotals.) Enter the current value of the component in the change column.

		PREVIOUS VALUE	CHANGE	CORRECTION
M79	SERVICE CHARGE	6.00		5.00

Make corrections to the text of components or subtotals in the space provided below the specification element.

		PREVIOUS VALUE	CHANGE	CORRECTION
AC79	PER UNIT ~~CCC~~	.6162		

ccF

APPENDIX A. PSU DEFINITIONS, PRICING CYCLE CODES, ROTATION YEAR AND PRICING CALENDARS

A.1 Pricing Cycles and Rotation Year

A.2 PSU Area Definitions

A.3 Pricing Calendar

PSU NUMBER 1/ 2/	PSU NAME	CYCLE I 3/	CYCLE II	SO-1 AREA CODE 4/	ROTATION YEAR(S) 5/
A103	BOSTON-LAWRENCE-SALEM, MA-NH	X		108	89
L102	HARTFORD-NEW BRITAIN-MIDDLETOWN, CT	X		324	86/91
L106	SPRINGFIELD, MA-CT		X	784	85/90
R104	AUGUSTA, ME		X	061	87
C101	NORWALK, CT		X	568	DROP IN 87
C106	PORTLAND, ME	X		628	DROP IN 87
D101	CAPE COD, MA	X		986	DROP IN 88
A109	NEW YORK CITY (5 BOROUGHS)	X	X	552	85/90/92
A110	NEW YORK - CONNECTICUT SUBURBS	X	X	530	87
A111	NEW JERSEY SUBURBS	X	X	556	89
A105	BUFFALO-NIAGARA FALLS, NY		X	124	88
L104	SYRACUSE, NY	X		800	87/91
M108	POUGHKEEPSIE, NY		X	981	86/91
R102	ST LAWRENCE CO, NY	X		918	86/90
B104	ROCHESTER, NY		X	672	DROP IN 87
C104	BINGHAMTON, NY	X		092	DROP IN 87
A102	PHILADELPHIA-WILMINGTON-TRENTON, PA-DE-NJ-MD	X	X	608	88
A104	PITTSBURGH-BEAVER VALLEY, PA		X	620	85/91
A315	WASHINGTON, DC-MD-VA	X		864	85/91
A317	BALTIMORE, MD	X		072	89
L108	SCRANTON--WILKES-BARRE, PA	X		740	89
L318	RICHMOND, VA		X	664	89
L328	NORFOLK-VA BEACH-NEWPORT NEWS, VA		X	564	86/92
M102	WILLIAMSPORT, PA	X		894	87/92
M104	LANCASTER, PA	X		396	87
M106	JOHNSTOWN, PA		X	364	89
C333	HUNTINGTON, WV		X	336	DROP IN 87

PSU NUMBER 1/ 2/	PSU NAME	CYCLE I 3/	II	SO-1 AREA CODE 4/	ROTATION YEAR(S) 5/
A319	ATLANTA, GA		X	052	85/89
A320	MIAMI-FORT LAUDERDALE, FL	X		492	87/88
A321	TAMPA-ST PETERSBURG-CLEARWATER, FL	X		812	88
L320	JACKSONVILLE, FL		X	356	88
L322	CHARLOTTE-GASTONIA-ROCK HILL, NC-SC	X		148	86/91
L326	RALEIGH-DURHAM, NC		X	652	88
L330	NASHVILLE, TN	X		528	89
L334	BIRMINGHAM, AL	X		096	86/90
L336	ORLANDO, FL		X	588	87/91
M330	ALBANY, GA		X	012	89
M332	FLORENCE, SC		X	262	86/91
M334	GAINESVILLE, FL	X		286	86/90
M336	HUNTSVILLE, AL		X	340	88
M340	OCALA, FL	X		571	86/91
R314	CLEVELAND, TN		X	165	87/92
R318	RAEFORD, NC	X		649	86/92
R320	PONTOTOC, MS	X		627	86/91
R322	HALIFAX, NC		X	315	86/90
R324	CENTRAL KY		X	134	87
C323	WEST PALM BEACH, FL	X		876	DROP IN 87
D323	ROCKINGHAM, NC		X	917	DROP IN 87
B329	LOUISVILLE, KY	X		448	DROP IN 88
D319	BEAUFORT, SC		X	910	DROP IN 88
B332	MEMPHIS, TN		X	484	DROP IN 89
A207	CHICAGO-GARY-LAKE COUNTY, IL-IN-WI	X	X	156	89/91
A208	DETROIT-ANN ARBOR, MI	X	X	212	85/91
A210	CLEVELAND-AKRON-LORAIN, OH		X	164	88
A211	MINNEAPOLIS-ST PAUL, MN-WI		X	504	88
A212	MILWAUKEE, WI	X		500	88
A213	CINCINNATI-HAMILTON, OH-KY-IN	X		160	89
A215	COLUMBUS, OH		X	180	87
L210	FLINT, MI		X	260	87/91
L212	DAYTON-SPRINGFIELD, OH		X	196	87
L214	YOUNGSTOWN-WARREN, OH	X		912	88
L216	INDIANAPOLIS, IN		X	344	90
M210	STEUBENVILLE-WEIRTON,OH-WV		X	792	86/91
M212	RACINE, WI	X		648	90
M218	TERRE HAUTE, IN		X	816	85/90
M220	ELKHART-GOSHEN, IN	X		233	87/92
C218	DECATUR, IL	X		200	DROP IN 87
D214	DETROIT LAKES, MN	X		911	DROP IN 87
B211	GRAND RAPIDS, MI	X		296	DROP IN 88
B215	TOLEDO, OH	X		824	DROP IN 88

PSU NUMBER 1/ 2/	PSU NAME	CYCLE		SO-1 AREA CODE 4/	ROTATION YEAR(S) 5/
		I 3/	II		
A316	DALLAS-FORT WORTH, TX		X	188	85/90
A318	HOUSTON-GALVESTON-BRAZORIA, TX		X	332	88
A322	NEW ORLEANS, LA	X		548	85/89
L324	TULSA, OK	X		840	88
L332	EL PASO, TX	X		228	87
M322	CORPUS CHRISTI, TX	X		184	90
M324	PINE BLUFF, AR		X	616	89
M326	FORT SMITH, AR-OK	X		268	87/91
M328	BROWNSVILLE-HARLINGEN, TX	X		120	90
M338	BEAUMONT-PORT ARTHUR, TX		X	084	86/91
R316	HAMMOND, LA	X		317	86/92
R426	ALAMOGORDO, NM		X	982	89
B325	SAN ANTONIO, TX		X	712	DROP IN 87
A209	ST LOUIS-EAST ST LOUIS, MO-IL	X		700	90
A214	KANSAS CITY, MO-KANSAS CITY, KS		X	372	90
A433	DENVER-BOULDER, CO	X		204	88
L440	SALT LAKE CITY-OGDEN, UT		X	704	87
M214	WATERLOO-CEDAR FALLS, IA		X	872	86/91
M216	LAWRENCE, KS	X		414	86/91
M444	COLORADO SPRINGS, CO	X		168	85/90
M448	PROVO-OREM, UT		X	640	86/90
R206	GRAND ISLAND, NE		X	947	89
R208	KENNETT, MO		X	375	87/92
R210	MEXICO, MO	X		915	85/89
R212	FT DODGE, IA		X	928	88
C214	ROCK ISLAND, IL - DAVENPORT, IA	X		192	DROP IN 87
A420	GREATER LOS ANGELES, CA	X	X	716	87
A419	LOS ANGELES COUNTY, CA	X	X	444	85/90
A422	SAN FRANCISCO-OAKLAND-SAN JOSE,CA	X	X	724	87
A423	SEATTLE-TACOMA, WA	X		744	85/88
A424	SAN DIEGO, CA	X		720	89
A425	PORTLAND-VANCOUVER, OR-WA	X		632	85/90
A426	HONOLULU, HI		X	328	88
A427	ANCHORAGE, AK	X		038	89
A429	PHOENIX, AZ	X		612	86/92
L438	SACRAMENTO, CA	X		680	86/91
L442	TUCSON, AZ	X		836	89
L444	FRESNO, CA		X	280	88
M442	REDDING, CA	X		658	87
M446	YAKIMA, WA		X	906	86/91
R428	YUMA, AZ	X		970	87
C441	SALILNAS-MONTEREY, CA		X	692	DROP IN 87
D425	CORVALLIS, OR	X		927	DROP IN 87
B434	SAN JOSE, CA		X	728	DROP IN 88
B436	SAN BERNARDINO-RIVERSIDE, CA	X		716	DROP IN 88
C443	BAKERSFIELD, CA	X		068	DROP IN 88

1/ The first digit of the PSU Number is a city size code assigned according to population figures obtained in the 1980 Census for A, L, M, and R PSUs. PSUs with the first digit of B, C, and D are city size codes assigned according to population figures obtained in the 1970 Census.

A - Self-representating metropolitan area
L, M - Metropolitan area, non-self-representating
R - Urban area, non-metropolitan area
B - SMSAs over 400,000 population
C - SMSAs under 400,000 population
D - Urban areas outside SMSAs

2/ The second digit of the PSU Number is the Census economic region code, as follows:

1 - North East
2 - Midwest
3 - South
4 - West

3/ Cycle I cities are priced in January, March, May, July, September, and November for bi-monthly items. Cycle II cities are priced in February, April, June, August, October, and December for bi-monthly items.

4/ Use the codes in this column only for time reporting through the SO-1 Staff Utilization System.

5/ The approximate year during which Sample Rotation is scheduled for each PSU. For PSUs which are dropping during 1987, 1988, and 1989, the year the PSU is being dropped is listed.

PSU NUMBER	PSU NAME	AREA DESIGNATION
A103	BOSTON-LAWRENCE-SALEM, MA-NH	BRISTOL (PART), ESSEX, MIDDLESEX (PART), NORFOLK (PART), PLYMOUTH (PART), SUFFOLK, WORCESTER (PART), MASSACHUSETTS HILLSBOROUGH (PART), ROCKINGHAM (PART), NEW HAMPSHIRE
L102	HARTFORD-NEW BRITAIN-MIDDLETOWN, CT	HARTFORD (PART), LITCHFIELD (PART), MIDDLESEX (PART), NEW LONDON (PART), TOLLAND (PART), CONNECTICUT
L106	SPRINGFIELD, MA-CT	HAMPDEN (PART), HAMPSHIRE (PART), MASSACHUSETTS
R104	AUGUSTA, ME	URBAN AREAS OF KENNEBEC, LINCOLN, MAINE
C101	NORWALK, CN	FAIRFIELD (PART), CONNECTICUT
C106	PORTLAND, ME	CUMBERLAND (PART), YORK (PART), MAINE
D101	CAPE COD, MA	URBAN AREAS OF BARNSTABLE, DUKE, AND NANTUCKET, MASSACHUSETTS
A109	NEW YORK CITY (5 BOROUGHS)	BRONX, KINGS, NEW YORK, QUEENS, RICHMOND, NEW YORK
A110	NEW YORK-CONNECTICUT SUBURBS	FAIRFIELD, LITCHFIELD (PART), NEW HAVEN (PART), CONNECTICUT NASSAU, ORANGE, PUTNAM, ROCKLAND, SUFFOLK, WESTCHESTER NEW YORK
A111	NEW JERSEY SUBURBS	BERGEN, ESSEX, HUDSON, HUNTERDON, MIDDLESEX, MONMOUTH, MORRIS, OCEAN, PASSAIC, SOMERSET, SUSSEX, UNION, NEW JERSEY
A105	BUFFALO-NIAGARA FALLS, NY	ERIE, NIAGARA, NEW YORK
L104	SYRACUSE, NY	MADISON, ONONDAGA, NEW YORK
M108	POUGHKEEPSIE, NY	DUTCHESS, NEW YORK
R102	ST LAWRENCE CO, NY	URBAN AREAS OF ST LAWRENCE, NEW YORK
B104	ROCHESTER, NY	LIVINGSTON, MONROE, ONTARIO, ORLEANS, WAYNE, NEW YORK
C104	BINGHAMTON, NY	BROOME, TIOGA, NEW YORK SUSQUEHANNA, PENNSYLVANIA

PSU NUMBER	PSU NAME	AREA DESIGNATION
A102	PHILADELPHIA-WILMINGTON-TRENTON, PA-DE-NJ-MD	NEW CASTLE, DELAWARE CECIL, MARYLAND BURLINGTON, CAMDEN, CUMBERLAND GLOUCESTER, MERCER, SALEM, NEW JERSEY BUCKS, CHESTER, DELAWARE, MONTGOMERY, PHILADELPHIA, PENNSYLVANIA
A104	PITTSBURGH-BEAVER VALLEY, PA	ALLEGHENY, BEAVER, FAYETTE, WASHINGTON, WESTMORELAND, PENNSYLVANIA
A315	WASHINGTON, DC-MD-VA	WASHINGTON, DIST COLUMBIA CALVERT, CHARLES, FREDERICK, MONTGOMERY, PRINCE GEORGES, MARYLAND ARLINGTON, FAIRFAX, LOUDOUN, PRINCE WILLIAM, STAFFORD, ALEXANDRIA CITY, FAIRFAX CITY, FALLS CHURCH CITY, MANASSAS CITY MANASSAS PARK CITY, VIRGINIA
A317	BALTIMORE, MD	ANNE ARUNDEL, BALTIMORE, CARROLL, HARFORD, HOWARD, QUEEN ANNES, BALTIMORE CITY, MARYLAND
L108	SCRANTON--WILKES-BARRE, PA	COLUMBIA, LACKAWANNA, LUZERNE, WYOMING, PENNSYLVANIA
L318	RICHMOND, VA	CHARLES CITY, CHESTERFIELD, GOOCHLAND, HANOVER, HENRICO, NEW KENT, POWHATAN, RICHMOND CITY VIRGINIA
L328	NORFOLK-VA BEACH-NEWPORT NEWS, VA	GLOUCESTER, JAMES CITY, YORK, CHESAPEAKE CITY, HAMPTON CITY, NEWPORT NEWS CITY, NORFOLK CITY, POQUOSON CITY, PORTSMOUTH CITY, SUFFOLK CITY, VIRGINIA BEACH CITY, WILLIAMSBURG CITY, VIRGINIA
M102	WILLIAMSPORT, PA	LYCOMING, PENNSYLVANIA
M104	LANCASTER, PA	LANCASTER, PENNSYLVANIA
M106	JOHNSTOWN, PA	CAMBRIA, SOMERSET, PENNSYLVANIA
C333	HUNTINGTON, WV	CABELL, WAYNE, WV, BOYD, GREENUP, KENTUCKY LAURENCE, OHIO

PSU NUMBER	PSU NAME	AREA DESIGNATION
A319	ATLANTA, GA	BARROW, BUTTS, CHEROKEE, CLAYTON, COBB, COWETA, DE KALB, DOUGLAS, FAYETTE, FORSYTH, FULTON, GWINNETT, HENRY, NEWTON, PAULDING, ROCKDALE, SPALDING, WALTON, GEORGIA
A320	MIAMI-FORT LAUDERDALE, FL	BROWARD, DADE, FLORIDA
A321	TAMPA-ST PETERSBURG-CLEARWATER, FL	HERNANDO, HILLSBOROUGH, PASCO, PINELLAS, FLORIDA
L320	JACKSONVILLE, FL	CLAY, DUVAL, NASSAU, ST JOHNS, FLORIDA
L322	CHARLOTTE-GASTONIA-ROCK HILL, NC-SC	CABARRUS, GASTON, LINCOLN, MECKLENBURG, ROWAN, UNION, NORTH CAROLINA YORK, SOUTH CAROLINA
L326	RALEIGH-DURHAM, NC	DURHAM, FRANKLIN, ORANGE, WAKE, NORTH CAROLINA
L330	NASHVILLE, TN	CHEATHAM, DAVIDSON, DICKSON, ROBERTSON, RUTHERFORD, SUMNER, WILLIAMSON, WILSON, TENNESSEE
L334	BIRMINGHAM, AL	BLOUNT, JEFFERSON, ST CLAIR, SHELBY, WALKER, ALABAMA
L336	ORLANDO, FL	ORANGE, OSCEOLA, SEMINOLE, FLORIDA
M330	ALBANY, GA	DOUGHERTY, LEE, GEORGIA
M332	FLORENCE, SC	FLORENCE, SOUTH CAROLINA
M334	GAINESVILLE, FL	ALACHUA, BRADFORD, FLORIDA
M336	HUNTSVILLE, AL	MADISON, ALABAMA
M340	OCALA, FL	MARION, FLORIDA
R314	CLEVELAND, TN	URBAN AREAS OF BRADLEY, POLK, TENNESSEE
R318	RAEFORD, NC	URBAN AREAS OF HOKE, SCOTLAND, NORTH CAROLINA
R320	PONTOTOC, MS	URBAN AREAS OF BENTON, PONTOTOC, TIPPAH, UNION, MISSISSIPPI
R322	HALIFAX, NC	URBAN AREAS OF HALIFAX, NORTH CAROLINA
R324	CENTRAL KY	URBAN AREAS OF BREATHITT, ESTILL, GARRARD, JACKSON, LEE, MADISON, MONTGOMERY, OWSLEY, POWELL, ROCKCASTLE, KENTUCKY
C323	WEST PALM BEACH, FL	PALM BEACH, FLORIDA
D323	ROCKINGHAM, NC	URBAN AREAS OF ANSON, MONTGOMERY, RICHMOND, NORTH CAROLINA
B329	LOUISVILLE, KY	BULLITT, JEFFERSON, OLDHAM, KENTUCKY CLARK, FLOYD, INDIANA
B332	MEMPHIS, TN	SHELBY, TIPTON, TENNESSEE CRITTENDEN, ARKANSAS DE SOTO, MISSISSIPPI
D319	BEAUFORT, SC	URBAN AREAS OF JASPER, BEAUFORT, SOUTH CAROLINA

PSU NUMBER	PSU NAME	AREA DESIGNATION
A207	CHICAGO-GARY-LAKE COUNTY, IL-IN-WI	COOK, DU PAGE, GRUNDY, KANE, KENDALL, LAKE, MCHENRY, WILL, ILLINOIS LAKE, PORTER, INDIANA KENOSHA, WISCONSIN
A208	DETROIT-ANN ARBOR, MI	LAPEER, LIVINGSTON, MACOMB, OAKLAND, ST CLAIR, WASHTENAW, WAYNE, MICHIGAN
A210	CLEVELAND-AKRON-LORAIN, OH	CUYAHOGA, GEAUGA, LAKE, LORAIN, MEDINA, PORTAGE, SUMMIT, OHIO
A211	MINNEAPOLIS-ST PAUL, MN-WI	ANOKA, CARVER, CHISAGO, DAKOTA, HENNEPIN, ISANTI, RAMSEY, SCOTT, WASHINGTON, WRIGHT, MINNESOTA ST CROIX, WISCONSIN
A212	MILWAUKEE, WI	MILWAUKEE, OZAUKEE, WASHINGTON WAUKESHA, WISCONSIN
A213	CINCINNATI-HAMILTON, OH-KY-IN	DEARBORN, INDIANA BOONE, CAMPBELL, KENTON, KENTUCKY BUTLER, CLERMONT, HAMILTON, WARREN, OHIO
A215	COLUMBUS, OH	DELAWARE, FAIRFIELD, FRANKLIN, LICKING, MADISON, PICKAWAY, UNION, OHIO
L210	FLINT, MI	GENESEE, MICHIGAN
L212	DAYTON-SPRINGFIELD, OH	CLARK, GREENE, MIAMI, MONTGOMERY, OHIO
L214	YOUNGSTOWN-WARREN, OH	MAHONING, TRUMBULL, OHIO
L216	INDIANAPOLIS, IN	BOONE, HAMILTON, HANCOCK, HENDRICKS, JOHNSON, MARION, MORGAN, SHELBY, INDIANA
M210	STEUBENVILLE-WEIRTON,OH-WV	JEFFERSON, OHIO BROOKE, HANCOCK, WEST VIRGINIA
M212	RACINE, WI	RACINE, WISCONSIN
M218	TERRE HAUTE, IN	CLAY, VIGO, INDIANA
M220	ELKHART-GOSHEN, IN	ELKHART, INDIANA
C218	DECATUR, IL	MACON, ILLINOIS
D214	DETROIT LAKES, MN	URBAN AREAS OF BECKER, CLEARWATER, HUBBARD, MAHNOMEN, NORMAN, WADENA, MINNESOTA
B211	GRAND RAPIDS, MI	KENT, OTTAWA, MICHIGAN
B215	TOLEDO, OH	FULTON, LUCAS, OTTAWA, WOOD, OHIO MONROE, MICHIGAN

PSU NUMBER	PSU NAME	AREA DESIGNATION
A316	DALLAS-FORT WORTH, TX	COLLIN, DALLAS, DENTON, ELLIS, JOHNSON, KAUFMAN, PARKER, ROCKWALL, TARRANT, TEXAS
A318	HOUSTON-GALVESTON-BRAZORIA, TX	BRAZORIA, FORT BEND, GALVESTON, HARRIS, LIBERTY, MONTGOMERY, WALLER, TEXAS
A322	NEW ORLEANS, LA	JEFFERSON, ORLEANS, ST BERNARD, ST CHARLES, ST JOHN THE BAPTIST, ST TAMMANY, LOUISIANA
L324	TULSA, OK	CREEK, OSAGE, ROGERS, TULSA, WAGONER, OKLAHOMA
L332	EL PASO, TX	EL PASO, TEXAS
M322	CORPUS CHRISTI, TX	NUECES, SAN PATRICIO, TEXAS
M324	PINE BLUFF, AR	JEFFERSON, ARKANSAS
M326	FORT SMITH, AR-OK	CRAWFORD, SEBASTIAN, ARKANSAS
M328	BROWNSVILLE-HARLINGEN, TX	CAMERON, TEXAS
M338	BEAUMONT-PORT ARTHUR, TX	HARDIN, JEFFERSON, ORANGE, TEXAS
R316	HAMMOND, LA	URBAN AREAS OF EAST FELICIANA, ST HELENA, TANGIPAHOA, LOUISIANA
R426	ALAMOGORDO, NM	URBAN AREAS OF OTERO, NEW MEXICO
B325	SAN ANTONIO, TX	BEXAR, COMAL, GUADALUPE, TEXAS

A209	ST LOUIS-EAST ST LOUIS, MO-IL	CLINTON, JERSEY, MADISON, MONROE, ST CLAIR, ILLINOIS FRANKLIN, JEFFERSON, ST CHARLES, ST LOUIS, ST LOUIS CITY, MISSOURI
A214	KANSAS CITY, MO-KANSAS CITY, KS	JOHNSON, LEAVENWORTH, MIAMI, WYANDOTTE, KANSAS CASS, CLAY, JACKSON, LAFAYETTE, PLATTE, RAY, MISSOURI
A433	DENVER-BOULDER, CO	ADAMS, ARAPAHOE, BOULDER, DENVER, DOUGLAS, JEFFERSON, COLORADO
L440	SALT LAKE CITY-OGDEN, UT	DAVIS, SALT LAKE, WEBER, UTAH
M214	WATERLOO-CEDAR FALLS, IA	BLACK HAWK, BREMER, IOWA
M216	LAWRENCE, KS	DOUGLAS, KANSAS
M444	COLORADO SPRINGS, CO	EL PASO, COLORADO
M448	PROVO-OREM, UT	UTAH, UTAH
R206	GRAND ISLAND, NE	URBAN AREAS OF HALL, HAMILTON, HOWARD, MERRICK, NEBRASKA
R208	KENNETT, MO	URBAN AREAS OF DUNKLIN, PEMISCOT, MISSOURI
R210	MEXICO, MO	URBAN AREAS OF AUDRAIN, LINCOLN, PIKE, RALLS, MISSOURI
R212	FT DODGE, IA	URBAN AREAS OF CALHOUN, HAMILTON, WEBSTER, IOWA
C214	ROCK ISLAND, IL - DAVENPORT, IA	SCOTT, IOWA HENRY, ROCK ISLAND, ILLINOIS

PSU NUMBER	PSU NAME	AREA DESIGNATION
A420	GREATER LOS ANGELES, CA	ORANGE, RIVERSIDE, SAN BERNARDINO, VENTURA, CALIFORNIA
A419	LOS ANGELES COUNTY, CA	LOS ANGELES, CALIFORNIA
A422	SAN FRANCISCO-OAKLAND-SAN JOSE,CA	ALAMEDA, CONTRA COSTA, MARIN, NAPA, SAN FRANCISCO, SAN MATEO, SANTA CLARA, SANTA CRUZ, SOLANO, SONOMA, CALIFORNIA
A423	SEATTLE-TACOMA, WA	KING, PIERCE, SNOHOMISH, WASHINGTON
A424	SAN DIEGO, CA	SAN DIEGO, CALIFORNIA
A425	PORTLAND-VANCOUVER, OR-WA	CLACKAMAS, MULTNOMAH, WASHINGTON, YAMHILL, OREGON CLARK, WASHINGTON
A426	HONOLULU, HI	HONOLULU, HAWAII
A427	ANCHORAGE, AK	ANCHORAGE BOROUGH, ALASKA
A429	PHOENIX, AZ	MARICOPA, ARIZONA
L438	SACRAMENTO, CA	EL DORADO, PLACER, SACRAMENTO, YOLO, CALIFORNIA
L442	TUCSON, AZ	PIMA, ARIZONA
L444	FRESNO, CA	FRESNO, CALIFORNIA
M442	REDDING, CA	SHASTA, CALIFORNIA
M446	YAKIMA, WA	YAKIMA, WASHINGTON
R428	YUMA, AZ	URBAN AREAS OF YUMA, LA PAZ, ARIZONA
B434	SAN JOSE	SANTA CLARA, CALIFORNIA
B436	SAN BERNARDINO - RIVERSIDE, CA	RIVERSIDE, SAN BERNARDINO, CALIFORNIA
C443	BAKERSFIELD, CA	KERN, CALIFORNIA
C441	SALINAS - MONTEREY, CA	MONTEREY, CALIFORNIA
D425	CORVALLIS, OR	URBAN AREAS OF BENTON, LINCOLN, OREGON

Appendix A.3
Pricing Calendar

The Fiscal Year 1986 Collection and Transmittal Dates for C&S are as follows:

Pricing Periods		Transmittals	
October	1 - 8	4, 8	
	9 - 17	11, 17	1/
	18 - 25	23, 25	
November	1 - 7	5, 7	
	8 - 15	13, 15	2/
	18 - 22	20, 22	
December	2 - 6	4, 6	
	9 - 13	11, 13	
	16 - 20	18, 20	
January	2 - 9	7, 9	
	10 - 17	15, 17	
	20 - 28	24, 28	3/
February	3 - 10	6, 10	
	11 - 19	14, 19	4/
	20 - 27	25, 27	*
March	3 - 10	6, 10	
	11 - 18	14, 18	
	19 - 26	21, 26	
April	1 - 8	4, 8	
	9 - 16	11, 16	
	17 - 24	22, 24	
May	1 - 8	6, 8	
	9 - 16	14, 16	
	19 - 27	22, 27	5/
June	2 - 9	5, 9	
	10 - 17	13, 17	
	18 - 25	20, 25	
July	1 - 9	3, 9	6/
	10 - 17	15, 17	
	18 - 25	23, 25	
August	1 - 8	6, 8	
	11 - 18	14, 18	
	19 - 26	22, 26	
September	2 - 9	5, 9	
	11 - 17	12, 17	
	18 - 25	23, 25	

1/ October 14 is a holiday
2/ November 11 is a holiday
3/ January 20 is a holiday
4/ February 17 is a holiday
5/ May 26 is a holiday
6/ July 4 is a holiday

* February 27 schedules must be transmitted by special courier.

APPENDIX B. TYPE OF BUSINESS CODES

B.1 Type of Business Codes and Definitions - Numeric Order

B.2 Type of Business Codes - Alphabetic Order

APPENDIX B.1 TYPE OF BUSINESS CODES AND DEFINITIONS - NUMERIC ORDER

This appendix presents the definitions for Type of Business and their corresponding codes.

TYPE OF BUSINESS CODE   DEFINITIONS OF TYPES OF OUTLETS

001-005 GENERAL MERCHANDISE GROUP

001 - FULL SERVICE DEPARTMENT STORES - Department stores which offer their customers a variety of services.

002 - DISCOUNT DEPARTMENT STORES - Department stores which sell goods at reduced rates. Usually these stores offer a limited number of services to their customers.

003 - DRY GOODS AND GENERAL MERCHANDISE - Establishments primarily selling piece goods, linens, towels, spreads, and other dry goods. General merchandise stores are establishments primarily selling several lines of merchandise such as household linens and dry goods, and/or a combination of apparel, hardware, housewares, or home furnishings and other lines in limited amounts.

004 - VARIETY STORES - Establishments primarily selling a variety of merchandise in the low and popular price range such as stationery, apparel and accessories, housewares, toys, toilet articles, hardware, and confectionery. These establishments frequently are known as "5 and 10 cent" stores and "5 cents to a dollar" stores, although merchandise is usually sold outside these price ranges.

005 - SEWING AND NEEDLEWORK STORES - Establishments primarily selling sewing and knitting supplies, patterns, lace, notions and fabric. Included in this category are establishments which sell sewing machines only.

TOP CODE

006-027 APPAREL GROUP

006 - FULL SERVICE MEN'S AND BOYS' CLOTHING AND FURNISHINGS STORES - Establishments primarily selling men's and boys' ready to wear clothing and furnishings. Establishments are included in this category provided that (1), their sales of all types of apparel account for 80 percent or more of total sales, and (2), sales of all men's and boys' apparel are three or more times the receipts from sales of all women's and girls' apparel.

007 - DISCOUNT & OFF-PRICE MEN'S & BOYS' CLOTHING & FURNISHINGS STORES - Establishments primarily selling men's and boys' ready to wear clothing and furnishings at reduced rates. Usually these stores offer a limited number of services and are very often self-service.

008 - FULL SERVICE WOMEN'S READY TO WEAR STORES - Establishments primarily selling women's and girls' ready-to-wear apparel. Establishments are included in the category provided (1) their sales of all types of apparel account for 80 percent or more of total sales, (2) sales of all women's and girls' apparel are three or more times the sales of all men's and boys' apparel, and (3) sales of dresses, coats, suits, and furs are two or more times greater than sales of millinery, hosiery, underwear, blouses, handbags, and other apparel and accessories.

009 - DISCOUNT AND OFF-PRICE WOMEN'S READY TO WEAR STORES - Establishments primarily selling women's and girls' ready to wear apparel at reduced rates. Usually these stores offer a limited number of services and are very often self-service.

010 - FULL SERVICE CHILDREN'S AND INFANTS' WEAR STORES - Establishments primarily selling children's and infants' clothing, furnishings, and accessories.

011 - DISCOUNT AND OFF-PRICE CHILDREN'S AND INFANTS' WEAR STORES - Establishments primarily selling children's and infants' clothing, furnishings, and accessories at reduced prices. Usually these stores offer a limited number of services and are very often self-service.

TOB
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012 - FULL SERVICE FAMILY CLOTHING STORES - Establishments primarily selling clothing, furnishings, and accessories for men, women, and children without specializing in any one line. Establishments are included in this category provided (1) their sales of all types of apparel account for 80 percent or more of their total sales, (2) sales of all women's and girls' apparel items are not more than 3 times the sales of all men's and boys' items, and (3) the sales of all men's and boys' apparel items are not more than 3 times the sales of all women's and girls' apparel items.

013 - DISCOUNT AND OFF-PRICE FAMILY CLOTHING STORES - Establishments primarily selling clothing, furnishings, and accessories for men, women, and children at reduced rates without specializing in any one line. Usually these stores offer a limited number of services and are very often self-service.

014 - FULL SERVICE MEN'S SHOE STORES - Establishments primarily selling men's and boys' shoes and other footwear. Establishments selling women's and girls', and/or children's and infants' footwear are included in this classification if sales of men's and boys' footwear are more than three times the combined sales of women's and girls', children's and infants' footwear.

015 - DISCOUNT AND OFF-PRICE MEN'S SHOE STORES - Establishments primarily selling men's and boys' shoes and other footwear at reduced rates. Usually these stores offer a limited number of services and are very often self-service.

016 - FULL SERVICE WOMEN'S SHOE STORES - Establishments primarily selling women's and girls' shoes and other footwear. Establishments selling men's and boys', and/or children's and infants' footwear are included in this classification provided that sales of women's and girls' footwear are more than three times the combined sales of men's, boys', children's, and infants' footwear.

017 - DISCOUNT AND OFF-PRICE WOMEN'S SHOE STORES - Establishments primarily selling women's and girls' shoes and other footwear at reduced rates. Usually these stores offer a limited number of services and are very often self-service.

TOB CODE

018 - FULL SERVICE CHILDREN'S AND JUVENILES' SHOE STORES - Establishments primarily selling children's and infants' shoes and other footwear. Establishments selling men's, boys', and/or women's and girls' footwear are included in this classification provided that sales of children's and infants' footwear are more than three times the combined sales of men's, boys', women's, and girls' footwear.

019 - DISCOUNT AND OFF-PRICE CHILDREN'S AND JUVENILES' SHOE STORES - Establishments primarily selling children's and infants' shoes and other footwear at reduced rates. Usually these stores offer a limited number of services and are very often self-service.

020 - FULL SERVICE FAMILY SHOE STORES - Establishments primarily selling shoes and other footwear. Establishments in this classification sell both men's and women's shoes and may or may not sell children's shoes. Accessory lines such as hosiery, gloves, and handbags are also frequently sold. The sales of any one of the three major groupings (men's and boys' footwear, women's and girls' footwear, and children's and infant's footwear) are not more than three times the sales of the other two groups combined. If children's and infant's footwear are not carried, sales of the larger of the two remaining groups are not more than three times the sales of the smaller.

021 - DISCOUNT AND OFF-PRICE FAMILY SHOE STORES - Establishments primarily selling shoes and other footwear at reduced rates. Usually these stores offer a limited number of services and are very often self-service.

022 - CORSETS AND LINGERIE STORES - Establishments primarily selling women's foundation garments, negligees, lingerie, robes, and other intimate wear. Establishments primarily selling foundation garments made or fitted to individual customer order are also included.

023 - OTHER WOMEN'S ACCESSORY, SPECIALTY STORES - Establishments primarily selling a specialized line of items for women and girls, e.g., sportswear, blouses, hosiery, and pocketbooks. Included in this classification are establishments which meet the definition for women's ready to wear stores except that receipts from sales of dresses, coats, suits, and furs are not twice as much or more, than sales of other women's and girls' apparel.

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024 - UNIFORM SHOPS - Establishments primarily engaged in the sale of uniforms, for example, doctor's or domestic's uniforms.

025 - BRIDAL SHOPS - Establishments primarily engaged in the sale or rental of bridal gowns, bridesmaids dresses, etc.

026 - MEN'S FORMAL WEAR SHOPS - Establishments primarily engaged in the sale or rental of men's formal wear, e.g., morning suits, tuxedos, etc.

027 - FURS AND FURRIERS - Retail establishments primarily engaged in selling fur coats and other fur apparel, including fur apparel made in the same establishment to custom order. Establishments which sell a specialized line of items for women and girls are categorized under OTHER WOMEN'S ACCESSORIES, SPECIALTY STORES (Code 023).

028-046 MISCELLANEOUS RETAIL STORES

028 - STATIONERY STORES - Establishments primarily selling stationery items, such as paper and paper products (including printing and engraving), tablets, accounting and legal forms, greeting cards, post cards, school and office supplies, and novelties.

029 - JEWELRY STORES - Establishments selling any combination of the line of jewelry, such as diamonds and other precious stones mounted in precious metals such as rings, bracelets, and broaches; sterling and plated silverwares; and watches and clocks. Repair of watches, clocks, and jewelry is classified under WATCH, CLOCK AND JEWELRY REPAIR (Code 148).

030 - CHAIN DRUG STORE - An organization of four or more drug stores owned and operated by the same firm. These establishments fill and sell prescription drugs. These establishments also sell proprietary drugs, patent medicines, and other health and first-aid products. Usually these establishments also sell a variety of other merchandise such as cosmetics, toiletries, candy, tobacco products, magazines, toys, small electrical appliances, etc...

TOB CODE

031 - INDEPENDENT DRUG STORE - An organization of less than four drug stores owned and operated by the same firm. These establishments fill and sell prescription drugs. These establishments also sell proprietary drugs, patent medicines, and other health and first-aid products. Usually these establishments also sell a variety of other merchandise such as cosmetics, toiletries, candy, tobacco products, magazines, toys, small electrical appliances, etc...

032 - BICYCLE SHOPS - Establishments primarily selling bicycles and bicycle parts and accessories.

033 - SPORTING GOODS STORES - Establishments primarily selling a general or specialized line of sporting goods and equipment for hunting, camping, fishing, skiing, riding, tennis, golf, gymnasium and playground equipment, and other sports.

034 - GARDEN SUPPLY STORES - Establishments primarily selling seeds, bulbs, nursery stock, garden tools, and other farm and garden supplies and tools.

035 - CAMERA AND PHOTOGRAPHIC SUPPLY STORES - Establishments primarily selling cameras, film, and other photographic equipment and supplies.

036 - HOBBY, TOY, AND GAME SHOPS - Establishments primarily selling toys, games, hobby kits and supplies and artists' supplies. Establishments primarily selling collector's items such as coins, stamps and autographs are not included in this classification.

037 - CIGAR STORES AND STANDS - Establishments primarily selling cigars, cigarettes, tobacco and smokers' supplies. These establishments may be operated as concessions in places of amusements, railway stations, airports and other public places.

038 - BOOK STORES - Establishments primarily selling new books and periodicals. Stationery and related items may also be sold by these establishments.

039 - NEWS DEALERS AND NEWSSTANDS - Establishments primarily engaged in the retail sale of newspapers, magazines and other periodicals. Does not include home delivery of newspapers.

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040 - LIQUOR STORES - Establishments primarily selling packaged alcoholic beverages such as ale, beer, wine, and whiskey for consumption off the premises. Liquor stores operated by states, counties, and municipalities are included, as are beer distributors.

041 - MEDICAL SUPPLY STORES - Establishments primarily engaged in the sale of orthopedic devices, artificial limbs.

042 - TYPEWRITER AND BUSINESS MACHINE STORES - Establishments primarily engaged in the sale and repair of typewriters, adding machines, calculators and other similar machines.

043 - LUGGAGE AND LEATHER GOODS STORES - Establishments primarily engaged in the sale of various leather goods and luggage.

044 - GIFT SHOPS - Establishments primarily engaged in the retail sale of combined lines of gifts and novelty merchandise, curios, household decorative items and miscellaneous small art goods such as greeting cards and holiday decorations. Limited lines of housewares, cookingware, and small appliances may also be carried by these establishments.

045 - FLORISTS - Establishments primarily engaged in the retail sale of cut flowers and growing plants. Stores primarily engaged in selling seeds, bulbs and nursery stock are categorized under GARDEN SUPPLY STORES (Code 034).

046 - BEAUTY MART - Establishments primarily engaged in the sale of cosmetics and personal care items such as makeup, fragrances, and shampoos. Such establishments may also carry a number of personal care appliances.

047-050 NON-STORE RETAILERS

047 - MAIL ORDER HOUSE - Establishments primarily selling merchandise as a result of orders received by mail. Customers are made aware of goods available for sale through catalogs, mailing pieces, advertisements in newspapers and magazines, and advertising on radio and television. Includes houses operated by companies which operate catalog order stores and catalog order desks in other retail establishments of the company, which fill orders from those sources. Catalog order stores are included in this classification and they are counted as separate establishments. Also included are book clubs, and similar organizations.

**TOB
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048 - MERCHANDISING MACHINE OPERATORS - Establishments primarily selling merchandise through coin-operated vending machines which are generally located on the premises of other businesses.

049 - DIRECT SELLING ESTABLISHMENTS - Establishments primarily selling merchandise by house-to-house canvass, by party plan, or from a truck. When the canvassers are employed by the organization which they represent, the "establishment" is the location from which they operate. When the organization uses self-employed canvassers as their representatives, each such canvasser is considered an "establishment".

050 - COST PLUS STORES - Establishments primarily selling merchandise, all types, that determine the retail price of an item by applying a percentage mark up to the item's shelf price, based on the amount of the total order.

051-065 FURNITURE, HOME FURNISHINGS, EQUIPMENT GROUP

051 - DRAPERY, CURTAIN AND UPHOLSTERY STORES - Establishments primarily selling draperies, curtains, slipcovers, and upholstery materials. Establishments selling custom-made draperies and slipcovers for household use are also included.

052 - FURNITURE STORES - Establishments primarily selling household furniture, beds, mattresses, springs, and other sleep equipment. Also included in this classification are establishments selling household appliances, phonographs, radio and TV sets, and floor coverings, provided the receipts from sales of furniture and sleep equipment exceed those from sales of other merchandise.

053 - FLOOR COVERING STORES - Establishments primarily selling floor coverings of any kind or combination such as rugs, carpets, linoleum, floor tile (rubber, vinyl, asphalt, cork), and related products.

TOB
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054 - HOUSEHOLD APPLIANCE STORES - Establishments primarily selling electric and gas household appliances such as washers, dryers, refrigerators, stoves, freezers, vacuum cleaners, electric irons, percolators, hot plates, dehumidifiers, self-contained room air conditioners, and other household appliances. Public utility companies operating establishments engaged in the sale of electric and gas appliances for household use are included in this classification. Also included are establishments selling furniture sleep equipment, phonographs, radio and TV sets, provided the receipts from the sales of household appliances exceed those of other merchandise.

055 - CHINA, GLASSWARE, AND METALWARE STORES - Establishments primarily selling china, glassware, crockery, tinware, enamelware, aluminumware, stainless steel flatware, cutlery, and other metalware for table and kitchen use.

056 - VIDEO AND AUDIO STORES - Establishments primarily engaged in selling video equipment (televisions and VCR's) and/or audio equipment (stereo equipment,radios, and tape recorders). Establishments that sell or rent other products are included provided the receipts from the sales of video and/or audio equipment exceed those of other merchandise.

057 - COMPUTER HARDWARE STORES - Establishments primarily engaged in selling personal computers, peripheral equipment, and supplies.

058 - COMPUTER SOFTWARE STORES - Establishments primarily engaged in selling personal computer software.

059 - TELEPHONE STORES - Establishments primarily engaged in selling telephones and telephone peripheral equipment.

060 - RECORD, TAPE, AND COMPACT DISC SHOPS - Establishments primarily selling phonograph records, albums, tapes, and compact discs. Related merchandise is also frequently sold in these stores.

061 - MUSICAL INSTRUMENTS STORES - Establishments primarily selling musical instruments such as organs, pianos, horns, stringed instruments, and percussion instruments and other musical supplies.

062 - LAMP SHOPS - Establishments primarily engaged in selling lamps and lampshades.

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063 - WINDOW SHADE SHOPS - Establishments primarily engaged in the sale of window shades and venetian blinds, ready or custom made.

064 - PICTURE SHOPS - Establishments primarily engaged in the sale of pictures, frames and mirrors. Included in this category are both ready-made and custom made mirrors and frames.

065 - MISCELLANEOUS HOME FURNISHINGS STORES - Establishments primarily selling specialized lines of home furnishings not elsewhere classified.

066-094 AUTOMOTIVE GROUP

MOTOR VEHICLE DEALERS - NEW AND USED - Establishments primarily engaged in the sale of new automobiles and trucks, or new and used automobiles and trucks. These establishments frequently have repair departments, used car lots, and carry stocks of replacement parts, tires, batteries and automotive accessories, and may also sell commercial vehicles. Used car lots and repair departments of franchised dealers are not recognized as separate establishments.

066 - MOTOR VEHICLE DEALER - DOMESTIC ONLY, SINGLE MAKE - Includes motor vehicle dealers selling only one make of a domestic automobile and no import makes. Captive imports (those automobiles imported to the U.S. but sold under a domestic make) are eligible for this classification.

067 - MOTOR VEHICLE DEALER - DOMESTIC ONLY, MULTIPLE MAKES - Includes motor vehicle dealers selling more than one domestic make but selling no import makes. Captive imports are considered domestic cars according to their make.

068 - MOTOR VEHICLE DEALER - IMPORT ONLY, SINGLE MAKE - Includes motor vehicle dealers selling only one import make and no domestic makes.

069 - MOTOR VEHICLE DEALER - IMPORT ONLY, MULTIPLE MAKES - Includes motor vehicle dealers selling more than one import make but no domestic makes.

070 - MOTOR VEHICLE DEALER - DOMESTIC AND IMPORT - Includes dealers selling both domestic and import makes.

TOB
CODE

071 - MOTOR VEHICLE DEALER, USED CARS ONLY - Establishments primarily selling used cars and not holding a franchise for the sale of new passenger cars.

072 - GASOLINE SERVICE STATIONS - Establishments primarily selling gasoline and automotive lubricants. Usually these establishments also sell tires, batteries and accessories, and perform minor repair work and services. Establishments called garages but deriving more than half of their receipts from the sale of gasoline and oil are included.

073 - HOME AND AUTO SUPPLY STORES - Establishments engaged in selling a combination of lines of merchandise including tires, batteries and accessories, household appliances, radios and television sets, sporting and recreation goods, toys, housewares, and hardware, of which sales of tires, batteries and accessories account for between 25 and 49 percent of total sales.

074 - OTHER TIRE, BATTERY, ACCESSORY DEALERS - Establishments primarily selling new automobile tires, batteries, automobile seat covers and other automotive parts and accessories.

075 - GENERAL AUTOMOBILE REPAIR SHOPS - Establishments primarily engaged in the general repair of automobiles.

076 - SPECIALIZED AUTOMOTIVE REPAIR SHOPS, EXCEPT GLASS REPLACEMENT - Establishments primarily engaged in specialized automotive repair such as fuel system repair, brake relining, front-end and wheel alignment, exhaust system repair, and radiator repair. Glass replacement and repair is classified under GLASS REPLACEMENT AND REPAIR (Code 077).

077 - GLASS REPLACEMENT AND REPAIR - Establishments primarily engaged in repairing and replacing automobile glass.

078 - TIRE RETREADING AND REPAIR SHOPS - Establishments primarily engaged in repairing, rebuilding, and retreading automotive tires.

079 - AUTOMOTIVE SERVICES, EXCEPT REPAIR AND CAR WASHES - Establishments primarily engaged in furnishing automotive services, except repair and car washes. Includes diagnostic services, inspection services, towing services, and undercoating and rustproofing services.

TOB CODE

080 - CAR WASHES - Establishments primarily engaged in washing cars or in furnishing facilities for the self-service washing of cars.

081 - AUTOMOBILE BODY SHOPS - Establishments primarily engaged in the repair of automobile tops and bodies, including painting and refinishing, and interior and upholstery repair.

082 - AIRPLANE DEALERS - Establishments primarily engaged in the sale of aircraft and related equipment.

083 - BOAT DEALERS - Establishments primarily engaged in the sale of motor boats and other watercraft, marine supplies, and outboard motors.

084 - MOTORCYCLE DEALERS - Establishments primarily engaged in the sale of motorcycles, motorbikes and related equipment.

085 - MOPED DEALERS - Establishments primarily engaged in the sale of mopeds and related equipment.

086 - RECREATIONAL AND UTILITY TRAILER DEALERS - Establishments primarily engaged in the retail sale of new and used recreational trailers, campers (pickup coaches), utility trailers for passenger automobiles, and motor homes.

087 - MISCELLANEOUS VEHICLE SALES - Establishments primarily engaged in selling new vehicles which are not classified elsewhere.

088 - VEHICLE RENTAL AGENCY - Establishments primarily engaged in the rental of automobiles without drivers.

089 - TRUCK RENTAL AND LEASING WITHOUT DRIVERS - Establishments primarily engaged in short-term rental or extended term leasing (with or without maintenance) of trucks without drivers. Does not include finance leasing.

090 - UTILITY TRAILER AND RECREATIONAL VEHICLE RENTAL - Establishments primarily engaged in daily or extended term rental of utility trailers and recreational vehicles.

091 - STATE DIVISION OF MOTOR VEHICLES - The state agency which handles the licensing of drivers, registration of vehicles, inspection of vehicles, and fees for the same.

TOB
CODE

092 - PARKING LOTS - Establishments primarily engaged in the temporary parking of automobiles on open air lots, usually on an hourly or daily fee basis. Parking ramps or structures are classified under PARKING STRUCTURES (Code 093).

093 - PARKING STRUCTURES - Establishments primarily engaged in operating structures for the temporary parking of automobiles. Includes establishments which are a combination of structure and lot parking.

094 - AUTOMOBILE ASSOCIATIONS AND CLUBS - Membership organizations such as automobile owners' associations and clubs which provide services to organization members.

095-124 MEDICAL CARE GROUP

095 - DOCTOR - GENERAL PRACTITIONER OR FAMILY PRACTITIONER - An individual practicing as a physician (M.D.) without specializing in any particular field of medicine or an individual specializing in the practice of family medicine. Osteopathic physicians engaged in the practice of general or specialized osteopathy are classified under OFFICES OF OSTEOPATHIC PHYSICIANS (Code 107).

096 - DOCTOR - INTERNIST - A physician (M.D.) specializing in internal medicine.

097 - DOCTOR - OBSTETRICIAN/GYNECOLOGIST - A physician specializing in the care of women.

098 - DOCTOR - PEDIATRICIAN - A physician specializing in development and care of infants and children and the treatment of their diseases.

099 - DOCTOR - SURGEON - A doctor (M.D.) who specializes in surgery (as opposed to a physician).

100 - DOCTOR - EAR, NOSE, AND THROAT SPECIALIST - Self-explanatory.

101 - DOCTOR - PSYCHIATRIST - A physician (M.D.) specializing in the study and treatment of disorders of the mind, including psychoses and neuroses.

102 - DOCTOR - UROLOGIST - A physician (M.D.) specializing in treatment of urinogenital system.

TOB CODE

103 - DOCTOR - ORTHOPEDIC SURGEON - A surgeon specializing in treatment of deformities, diseases, and injuries of the bones and joints.

104 - DOCTOR - RADIOLOGIST - A physician (M.D.) specializing in treatment of diseases by x-ray.

105 - DOCTOR - OPHTHALMOLOGIST - A physician (M.D.) specializing in dealing with the structure, function, and diseases of the eye. (Does not dispense eyeglasses.)

106 - DOCTOR - MISCELLANEOUS - Any doctor (M.D.) not classified in the above catagories.

107 - OFFICES OF OSTEOPATHIC PHYSICIANS - Establishments of licensed practitioners engaged in the practice of general or specialized osteopathy. Does not include physicians with M.D. degrees.

108 - PERIODONTIST - A specialist who diagnoses and treats diseases of the tissues supporting and surrounding the teeth.

109 - ORAL AND MAXILLOFACIAL SURGEON - Specialist who treats and surgically corrects diseases, injuries, and defects of the mouth and jaw.

110 - DENTIST - A dentist providing care of teeth, including filling of cavities, extractions, and replacement of teeth with dentures.

111 - ORTHODONTIST - A specialist who deals with the prevention and correction of irregular teeth.

112 - OPTOMETRIST - An individual or an establishment which examines eyes, prescribes and dispenses eyeglasses.

113 - OPTICIAN - An individual or an establishment which dispenses eyeglasses and does not examine or prescribe for them, as distinguished from optometrists who examine, prescribe, and dispense.

114 - CHIROPRACTOR - An accredited Doctor of Chiropractics (D.C.) whose profession is to maintain structure and body functions by adjusting the articulation of the spinal column.

Appendix B.1
Type of Business Codes

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CODE

115 - PODIATRIST (CHIROPODISTS) - An accredited Doctor of Podiatry (Pod. D.) or Doctor of Surgical Chiropody (D.S.C.) who diagnoses and treats disease and deformities of the feet. He performs minor surgery, uses drugs and physical therapy, prescribes proper shoes, and fits corrective devices.

116 - PSYCHOLOGIST - Establishments of licensed practitioners in the practice of psychology. These practitioners are not M.D.'s, but usually hold advanced degrees in psychology.

117 - ACUPUNCTURIST - Establishments of licensed practitioners engaged in the practice of acupuncture.

118 - MEDICAL LABORATORY - Establishments providing professional analysis, diagnosis, and treatment services to the medical profession, or to patients on prescription of the physician.

119 - NURSING CARE - Individuals who are R.N.'s or L.P.N.'s primarily engaging in providing a variety of nursing services, e.g., caring for a newborn, caring for the aged, caring for those recuperating from a serious illness.

120 - NURSING AND CONVALESCENT HOMES - Establishments primarily engaged in providing some nursing and health-related personal care, but not continuous nursing services. Establishments primarily engaged in providing day-to-day personal care, but not health care by registered nurses are classified under RESIDENTIAL CARE (Code 230).

121 - OUTPATIENT CARE FACILITIES, INCLUDING HMOs (HEALTH MAINTENANCE ORGANIZATIONS) - Establishments primarily engaged in outpatient care with permanent facilities and with medical staff to provide diagnosis, treatment or both for patients who are ambulatory and do not require inpatient care. Includes associations or groups formed primarily to provide medical or other health services to their members, and which themselves provide these facilities.

TOB
CODE

122 - HOSPITAL AND MEDICAL SERVICE PLANS - Establishments primarily engaged in providing hospital, medical, and other health services to subscribers or members in return for specified subscription charges, providing these services for the most part through contracts with participating hospitals and physicians. Does not include establishments providing these services through their own facilities or employed physicians. Health Maintenance Organizations (HMO) are classified under OUTPATIENT CARE FACILITIES, INCLUDING HMOs (HEALTH MAINTENANCE ORGANIZATIONS) (Code 121).

123 - OTHER MEDICAL CARE PROVIDERS - All other medical care establishments and non-physician medical practitioners not classified elsewhere. Includes offices of dieticians, nutritionists, occupational therapists, and physiotherapists.

124 - ACCIDENT AND HEALTH INSURANCE - Establishments primarily engaged in underwriting accident and health insurance, owned by stockholders, policyholders, or other carriers.

125-133 HOSPITALS

125 - PROPRIETARY GENERAL MEDICAL AND SURGICAL HOSPITALS - Hospitals operated on a profit basis which provide general medical and surgical services and other hospital services. Does not include psychiatric or specialty hospitals.

126 - NON-PROPRIETARY GENERAL MEDICAL AND SURGICAL HOSPITALS - Non-profit general and surgical hospitals which provide general medical and surgical services and other hospital services. Does not include psychiatric or specialty hospitals.

127 - PUBLICLY OWNED GENERAL MEDICAL AND SURGICAL HOSPITALS - Publicly owned general medical and surgical hospitals which provide general medical and surgical services and other hospital services. Does not include psychiatric or specialty hospitals.

128 - PROPRIETARY PSYCHIATRIC HOSPITALS - Psychiatric hospitals operated on a profit basis which provide diagnostic medical services and inpatient treatment for the mentally ill.

TOB
CODE

129 - NON-PROPRIETARY PSYCHIATRIC HOSPITALS - Non-profit psychiatric hospitals which provide diagnostic medical services and inpatient treatment for the mentally ill.

130 - PUBLICLY OWNED PSYCHIATRIC HOSPITALS - Publicly owned psychiatric hospitals which provide diagnostic medical services and inpatient treatment for the mentally ill.

131 - PROPRIETARY SPECIALTY HOSPITALS, EXCEPT PSYCHIATRIC - Specialty hospitals, except psychiatric, operated on a profit basis which provide diagnostic services, treatment and other hospital services for patients with specified types of illnesses. Includes children's hospitals, geriatric hospitals, and orthopedic hospitals.

132 - NON-PROPRIETARY SPECIALTY HOSPITALS, EXCEPT PSYCHIATRIC - Non-profit specialty hospitals, except psychiatric, which provide diagnostic services, treatment, and other hospital services for patients with specified types of illnesses. Includes children's hospitals, geriatric hospitals, and orthopedic hospitals.

133 - PUBLICLY OWNED SPECIALTY HOSPITALS, EXCEPT PSYCHIATRIC - Publicly owned specialty hospitals, except psychiatric, which provide diagnostic services, treatment, and other hospital services for patients with specified types of illnesses. Includes children's hospitals, geriatric hospitals, and orthopedic hospitals.

134-173 MISCELLANEOUS SERVICES GROUP

134 - POWER LAUNDRIES - Establishments primarily engaged in operating mechanical laundries with steam or other power. Included as "power laundries" are establishments that use family type washers and obtain more than half of their receipts from attended service work. Excluded are establishments which have power laundry industrial laundering or linen rental.

135 - DRY CLEANING PLANTS - Plants primarily engaged in dry cleaning and dyeing apparel and household fabrics. Establishments known as "tailor shops" or "cleaners" are included in this classification only if they do their own cleaning.

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136 - COIN-OPERATED LAUNDRIES AND DRY CLEANING - Establishments primarily engaged in furnishing the use of laundry or dry cleaning equipment for use on their own premises for a fee. Included are establishments known as "laundromats", "launderettes", "self-service laundries", etc.

137 - GARMENT PRESSING, AND AGENTS FOR LAUNDRIES AND DRY CLEANERS - Establishments primarily engaged in providing laundry and dry cleaning service but which have the laundry and dry cleaning work done by others. Establishments in this classification may do their own pressing or finish work. Establishments which alter, repair, and store garments are classified under GARMENT ALTERATION, REPAIR, AND STORAGE (Code 137).

138 - GARMENT ALTERATION, REPAIR, AND STORAGE - Establishments primarily engaged in repairing and altering garments. Also includes garment storage. Establishments primarily engaged in garment pressing are categorized under GARMENT PRESSING AND AGENTS FOR LAUNDRIES AND DRY CLEANERS (137).

139 - DIAPER SERVICE - Establishments primarily engaged in providing diapers and other baby linens to homes, usually on a contract basis.

140 - BABY SITTERS - Establishments primarily engaged in providing baby sitters or individuals who perform baby sitting services usually on an hourly basis, but may be on a daily or weekly basis.

141 - DAY NURSERIES - Establishments specially equipped for taking care of small children during the daytime.

142 - REUPHOLSTERY AND FURNITURE REPAIR - Establishments primarily engaged in furniture reupholstering and repair.

143 - WINDOW CLEANING - Establishments primarily engaged in cleaning windows in dwellings or other buildings.

144 - ELECTRICAL REPAIR SHOPS - Establishments primarily engaged in the servicing and repair of electrical and electronic equipment and electrical appliances such as washing machines, vacuum cleaners, irons, toasters, and other small electrical household appliances. Does not include radios, TV and Hi-Fi repair shops or refrigeration and air conditioning service and repair shops.

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145 - SMALL ENGINE REPAIR - Establishments primarily engaged in repairing small engines, except automotive engines. Includes repair of lawn mowers, garden tractors, chain saws, and other small engines.

146 - FREIGHT TRANSPORTATION/DELIEVERY SERVICES, EXCEPT LOCAL - Establishments primarily engaged in providing freight transportation, delivery services or transfer services, except local. Also included are companies or individuals primarily engaged in moving furniture and household goods. Local freight transportation, delivery services, and transfer services are categorized under FREIGHT TRANSPORTATION/DELIVERY SERVICES, LOCAL (Code 152).

147 - SHOE REPAIR SHOPS - Establishments primarily engaged in repairing footwear. Shoe repair departments operated as part of other service or retail establishments, such as valet shops, laundries, shoe stores and department stores, are not included in this classification, unless independently owned and operated.

148 - WATCH, CLOCK, AND JEWELRY REPAIR - Establishments primarily engaged in the repair of watches, clocks, or jewelry. Establishments primarily engaged in selling any combination of a line of jewelry are classified under JEWELRY STORES.

149 - BLUEPRINTING AND PHOTOCOPYING SERVICES - Establishments primarily engaged in reproducing drawings, plans, maps, or other copy, by blueprinting or photocopying.

150 - PHOTOGRAPHER - Establishments primarily engaged in portrait photography for the general public. Establishments primarily engaged in film developing are classified under FILM DEVELOPING AND PRINTING (Code 151).

151 - FILM DEVELOPING AND PRINTING - Establishments primarily engaged in developing films and in making photographic prints and enlargements.

152 - FREIGHT TRANSPORTATION/DELIVERY SERVICE, LOCAL - Establishments primarily engaged in providing local freight transportation, delivery services, or transfer services. Non-local freight transportation, delivery and transfer services, and companies or individuals primarily engaged in moving furniture and household goods are categorized under FREIGHT TRANSPORTATION/DELIVERY SERVICES, EXCEPT LOCAL (Code 146).

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153 - RENTAL (OTHER THAN VEHICLES) - Establishments primarily engaged in the leasing of goods on either a short or long term basis. Does not include video tape rental.

154 - BARBER SHOPS - Establishments primarily engaged in providing barber service. Barber shops owned by another business and operating as part of that business are not included. Barber shop concessions (owned and operated by concessionaires) in hotels and other places are included. Barber colleges are also included.

155 - BEAUTY SHOPS - Establishments primarily engaged in providing beauty services, or both beauty and barber services. Beauty shops owned by another business and operated as part of that business are not included. Beauty shop concessions (owned and operated by concessionaires) in hotels, department stores, etc., are included. Schools for the instruction of beauty shop operators are also included.

156 - DISINFECTING AND EXTERMINATING SERVICES - Establishments primarily engaged in disinfecting dwellings and other buildings, and in exterminating insects, rodents, and other pests.

157 - PET STORES - Establishments primarily engaged in the sale of animals and supplies relating to their care.

158 - VETERINARIANS - Establishments of licensed practitioners primarily engaged in the practice of veterinary medicine, dentistry, or surgery for animal specialties. Animal specialties include horses, bees, fish, fur-bearing animals, rabbits, dogs, cats, and other pets and birds except poultry.

159 - ANIMAL KENNELS - Establishments primarily engaged in short term boarding of animals.

160 - RADIO AND TELEVISION REPAIR SHOP - Establishments primarily engaged in repairing radio and television receivers, high fidelity (Hi-Fi) or stereophonic equipment and tape recorders and phonographs, in installing and repairing televisions, amateur and citizen's band antennas; or in installing and servicing radio transmitting and receiving equipment in homes or offices, or in small boats, automobiles, or other vehicles.

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161 - INSTRUCTORS - Individuals or organizations engaged in giving lessons in the arts (dance, music), sports, (swimming, horseback), and non-degree type courses in crafts and hobbies.

162 - FIRE, MARINE, AND CASUALTY INSURANCE - Establishments primarily engaged in underwriting fire, marine, and casualty insurance and reinsurance owned by stockholders, policyholders, or other carriers. Includes automobile insurance, burglary and theft insurance, workmen's compensation insurance, and fire, mutual, and casualty insurance. Accident and health insurance are classified under ACCIDENT AND HEALTH INSURANCE (Code 124).

163 - BANKS - Establishments engaged in the business of accepting deposits from the public and extending credit by means of loans and investments.

164 - CREDIT AGENCIES OTHER THAN BANKS - Establishments engaged in extending credit in the form of loans but not engaged in deposit banking, e.g., personal finance companies.

165 - FUNERAL SERVICES AND CREMATORIES - Establishments primarily engaged in preparing the dead for burial and conducting funerals. Crematories operating in conjunction with cemeteries are included.

166 - LEGAL SERVICES - Establishments or individuals engaged in offering legal advice or legal services on a contract or fee basis.

167 - REAL ESTATE AGENTS AND MANAGERS - Establishments primarily engaged in renting, buying, selling, managing, and appraising real estate for others.

168 - ACCOUNTING SERVICES - Establishments primarily engaged in furnishing accounting, auditing, and bookkeeping services, e.g., CPA's, income tax service.

169 - COUNSELING SERVICES (OTHER THAN LEGAL OR FINANCIAL) - Establishments or individuals engaged in providing advice or service of a specialized nature usually requiring considerable training on the part of the practitioner. Does not include medical services.

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170 - LANDSCAPING SERVICE - Establishments primarily engaged in performing landscape planning, architectural, and counseling services. Establishments primarily engaged in planting and pruning trees and shrubs are classified under TREE AND SHRUB SERVICE (Code 172). Establishments primarily engaged in lawn and garden maintenance are classified under LAWN CARE SERVICE (Code 171). Does not include establishments primarily selling landscaping supplies or garden supplies and nursery stock.

171 - LAWN CARE SERVICE - Establishments primarily engaged in performing a variety of lawn and garden services such as lawn fertilizing, mowing, spraying, and sprigging services, and garden planting and maintenance.

172 - TREE AND SHRUB SERVICE - Establishments primarily engaged in performing a variety of ornamental shrub and tree services such as ornamental tree and bush planting, pruning, bracing, spraying, and surgery.

173 - MISCELLANEOUS PERSONAL SERVICES - Establishments primarily engaged in providing personal services not elsewhere classified such as rug and furniture cleaning on owners' premises, operation of coin-operated personal service machines, etc.

174-191 READING AND RECREATION GROUP

174 - GENERAL ENTERTAINMENT - Establishments engaged in providing entertainment in the form of plays, operas, concerts, symphonies, circuses, rodeos, etc. Both live and taped entertainment are included. Excluded from this category are discotheques, nightclubs, movie houses, and other places which offer a menu of food and drink in addition to entertainment.

175 - MOTION PICTURE THEATERS, OTHER THAN DRIVE-IN - Commercially operated regular theaters primarily engaged in the indoor exhibition of motion pictures.

176 - DRIVE-IN MOTION PICTURE THEATERS - Commercially operated theaters commonly known as "open-air" or "drive-in", primarily engaged in the outdoor exhibition of motion pictures.

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177 - CABLE AND OTHER PAY TELEVISION SERVICES - Establishments primarily engaged in providing cable television service on a monthly fee basis to the general public. Also includes satellite and other point to point pay television services.

178 - VIDEO TAPE STORES - Establishments primarily engaged in the rental of prerecorded video tapes and/or video discs.

179 - BOWLING ALLEYS - Commercial establishments engaged in providing facilities for bowling. Establishments reporting as bowling lanes, but having merchandise sales (food, beverages, etc.) equal to 75 percent or more of total receipts, are excluded from this classification.

180 - BILLIARD AND POOL ESTABLISHMENTS - Establishments known to the public as billiard or pool parlors. Does not include arcades.

181 - ARCADES - Establishments primarily engaged in operating coin-operated amusement devices, either in their own or in other places of business. Such amusement devices include juke boxes, pinball machines, mechanical games, video games, slot machines, and similar types of amusement devices.

182 - AMUSEMENT PARKS - Establishments known as amusement parks which group together and operate in whole or in part a number of attractions such as mechanical rides, amusement devices, refreshment stands, and picnic grounds.

183 - PUBLIC GOLF COURSES - Establishments privately or municipally owned and primarily engaged in the operation of golf courses open to the public.

184 - PROVIDERS OF ATHLETIC EVENTS - Establishments engaged in providing entertainment through sports events, e.g., football games, baseball games.

185 - SPORTING AND RECREATIONAL CAMPS - Commercially operated sports and recreational camps such as boys' and girls' camps, fishing and hunting camps.

186 - RECREATIONAL ORGANIZATIONS - Sports and recreation clubs which are restricted to use by members and their guests. Country, golf, tennis, yacht, bridge, gun, and aviation clubs are included in this classification. Health and fitness clubs are classified under HEALTH CLUBS OR SPAS (Code 234).

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187 - MAGAZINE PUBLISHERS - Self-explanatory.

188 - NEWSPAPER PUBLISHERS - Self-explanatory.

189 - BOOK PUBLISHER - Self-explanatory.

190 - OTHER PARTICIPANT SPORTS OPERATIONS - Establishments primarily engaged in the operation of sports services not elsewhere classified, such as skating rinks (ice or roller), riding stables, miniature golf, golf driving ranges, handball courts, trampoline pavilions, go-cart tracks, tennis courts, swimming pools, ski lift tickets, and target ranges (gun and archery). Exclude from this classification those establishments that charge membership dues or that are not open to the general public.

191 - CAMPING, PICNICKING, AND BEACH SERVICES - Establishments primarily engaged in the operation of developed open areas, such as picnic grounds campgrounds, and beaches for use by the public. Exclude those establishments that are membership clubs.

192-204 HOME MAINTENANCE GROUP

192 - LUMBER AND OTHER BUILDING MATERIALS DEALER - Establishments primarily selling lumber, mill work, and other building materials and construction supplies such as brick, tile, cement, sand and gravel, cinder blocks, fencing materials, storm doors, windows, wallboard, and roofing materials.

193 - PAINT, GLASS, AND WALLPAPER STORES - Establishments primarily selling paint, glass, and wallpaper, or any combination of these lines. Establishments primarily engaged in installing glass or in wallpapering or painting are excluded.

194 - HEATING, PLUMBING EQUIPMENT DEALERS - Establishments primarily selling plumbing, heating, and air conditioning equipment and supplies. Establishments primarily engaged in installation on a contract basis or in repairs are excluded.

195 - REFRIGERATION AND AIR CONDITIONING SERVICE AND REPAIR SHOPS - Establishments primarily engaged in servicing and repairing electrical refrigerators and air conditioning equipment.

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196 - PLUMBING, HEATING (EXCEPT ELECTRIC), AND AIR COND. CONTRACTORS - Special trade contractors primarily engaged in heating (except electric), plumbing, air conditioning, and similar work, or any combination of these types of work. Sheet metal work combined with any of the above types of work is included.

197 - HARDWARE STORES - Establishments primarily selling a number of basic hardware lines such as tools, builder's hardware, paint and glass, housewares and household appliances, cutlery, and roofing materials, no one of which account for 50 percent or more of the sales of the establishment.

198 - NURSERIES AND GREENHOUSES - Establishments primarily engaged in the production of greenhouses or outdoor grown horticultural specialty crops, such as bulbs, florists green, herbs, flower seeds, etc.

199 - ELECTRICAL CONTRACTORS - Special trade contractors primarily engaged in electric work, such as wiring, electric heating and installation of lighting fixtures and appliances.

200 - ROOFING AND SHEET METAL CONTRACTORS - Special trade contractors primarily engaged in the installation of roofing and siding. Contractors engaged in sheet metal work in connection with plumbing, heating, or air conditioning are excluded.

201 - PAINTING, PAPER HANGING, AND DECORATING CONTRACTORS - Special trade contractors primarily engaged in interior and exterior painting of buildings, paper hanging, and decorating.

202 - GENERAL BUILDING CONTRACTORS - General contractors primarily engaged in construction (including new work, additions, alterations, and repair) of buildings such as homes, apartment buildings, etc.

203 - PLASTERING AND LATHING CONTRACTORS - Special trade contractors primarily engaged in applying plaster, plain or ornamental including the installation of lathing and other appurtenances to receive plaster.

204 - ELECTRICAL SUPPLY STORES - Establishments primarily selling electrical supplies such as lighting fixtures, lamp bulbs, wiring, cable, and fuse boxes.

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205-225 FOOD GROUP

205 - CAFETERIAS - Establishments primarily selling prepared foods and drinks for consumption on the premises. In these establishments the customers serve themselves.

206 - IN-PLANT EATING FACILITIES - Cafeteria or other eating facility operated within a plant primarily to serve employees of the plant. It may be either independently operated or a member of a multi-unit organization.

207 - REFRESHMENT PLACES - Establishments primarily selling limited lines of refreshments and prepared food items. Included in this group are establishments which prepare refreshment items such as frozen custard, pizza, chicken, and hamburgers for consumption either on or near the premises or for "take-home" consumption.

208 - RESTAURANTS AND LUNCHROOMS - Establishments primarily selling prepared food and drink for consumption on the premises. Establishments in which sales of alcoholic beverages for consumption on the premises exceed receipts from sales of prepared foods and non-alcoholic beverages are excluded. Counter or table service may be provided at establishments calling themselves lunchrooms.

209 - BARS, NIGHTCLUBS - Establishments primarily selling food and drink. The sale of alcoholic beverages for consumption on the premises exceeds receipts from the sale of prepared foods. Included in this category are those establishments which offer live entertainment and dancing.

210 - CATERERS - Establishments primarily engaged in providing whatever food, supplies and services are needed at a business or social gathering.

211 - DINNER THEATERS - Establishments engaged in providing live theatrical performances and food and drink, usually at one admission price.

212 - BAKERIES - Establishments primarily engaged in the retail sale of bakery products, such as bread, cakes, and pies, and which produce some or all of the products sold on the premises. Bakeries which sell only are classified under RETAIL BAKERIES - SELLING ONLY (Code 213).

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213 - RETAIL BAKERIES - SELLING ONLY - Establishments primarily engaged in the retail sale of bakery products none of which are produced on the premises. Includes cookie stands and pretzel stands which sell only.

214 - DAIRY PRODUCTS STORES - Establishments primarily engaged in the retail sale of dairy products such as milk, cream, butter, cheese, and related products to over-the-counter customers. Excluded from this classification are establishments primarily selling ice cream.

215 - DAIRIES - An outlet in which 75 percent or more of the total retail sales consist of milk, milk products, and eggs delivered to the customers.

216 - ICE CREAM STORES - Establishments primarily engaged in the sale of ice cream for consumption on or off the premises.

217 - CHAIN GROCERY STORES - An organization of four or more stores owned and operated by the same firms, and primarily engaged in the retail sale of all sorts of groceries, fresh fruits and vegetables, and fresh and prepared meats.

218 - INDEPENDENT GROCERY STORES - A store primarily engaged in the retail sale of all sorts of groceries, fresh fruits and vegetables, and fresh and prepared meats. A grocery store with a separately owned meat and/or product concession meets this criterion. Multi-unit organizations of less than four units are considered as independent (as opposed to being chains). Stores selling less than a full line of groceries are not included.

219 - MEAT MARKET - A store in which 75 percent or more of the total retail sales consist of fresh, frozen or cured meats.

220 - FREEZER AND LOCKER MEAT PROVISIONERS - Establishments primarily engaged in the retail sale on a bulk basis of meat for freezer storage. Does not include meat locker rental.

221 - FISH MARKET - A store primarily engaged in the sale of fresh or frozen fish or seafood.

222 - PRODUCE MARKET - A store in which 75 percent or more of the total retail sales consist of fresh fruits and vegetables.

223 - CONVENIENCE STORES - Establishments which carry a limited

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or specialized line of groceries not classified elsewhere.

224 - CANDY, NUT, AND CONFECTIONERY STORES - Establishments primarily engaged in the retail sale of candy, nuts, sweetmeats, popcorn, and other confections. Operation of a soda fountain or lunch counter is common.

225 - SOFT DRINK BOTTLING COMPANIES - Establishments primarily engaged in the bottling and canning of soft drinks (non-alcoholic beverages) and carbonated waters. These establishments are a processing and distribution plant and do not manufacture the materials used in the bottling process.

226-269 MISCELLANEOUS GROUP

226 - HOTELS, MOTELS AND TOURIST COURTS - Commercial establishments primarily engaged in providing lodging and meals for the general public. Rooming and boarding houses are classified under ROOMING AND BOARDING HOUSES (Code 227).

227 - ROOMING AND BOARDING HOUSES - Establishments renting rooms, with or without board, on a fee basis to permanent or transient guests. Does not include homes for the aged, for children, or for the handicapped. Hotels and motels are classified under HOTELS, MOTELS AND TOURIST COURTS (Code 226).

228 - OPERATORS OF RESIDENTIAL MOBILE HOME SITES - Establishments primarily engaged in the operation of residential mobile home sites. Does not include the operation of sites for overnight or transient use for travel trailers.

229 - OPERATORS OF APARTMENT BUILDINGS - Establishments primarily engaged in the operation of apartment buildings containing five or more housing units.

230 - RESIDENTIAL CARE - Establishments primarily engaged in the provision of residential social and personal care for children, the aged, and special categories of persons with some limits on ability for self-care but where medical care is not a major element. Included are establishments providing 24-hour, year around care for children. Does not include boarding schools providing elementary and secondary education. Day care centers are classified under DAY

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NURSERIES (Code 141). Nursing homes in which medical care is a major part of the services provided are classified under NURSING AND CONVALESCENT HOMES (Code 120).

231 - STATE EMPLOYMENT SERVICES - State agencies providing placement and employment services.

232 - PRIVATE EMPLOYMENT AGENCIES - Establishments (non-governmental) primarily engaged in providing placement and employment services for a fee. Excluded from this category are theatrical employment agencies and motion picture casting bureaus.

233 - U.S. POSTAL SERVICE - Self-explanatory.

234 - HEALTH CLUBS OR SPAS - Establishments primarily engaged in providing exercise equipment, sauna baths, and swimming pools for the health and well-being of their clientele.

235 - COLLEGES, UNIVERSITIES, AND PROFESSIONAL SCHOOLS - Colleges, universities, and professional schools granting academic degrees and requiring for admission at least a high school diploma or equivalent academic training.

236 - JUNIOR COLLEGES AND TECHNICAL INSTITUTES - Junior colleges and technical institutes requiring for admission at least a high school diploma or equivalent academic training, granting associate academic degrees, certificates, or diplomas. Does not include data processing, business, secretarial, or vocational schools.

237 - CORRESPONDENCE SCHOOLS - Establishments primarily engaged in furnishing educational courses by mail. Offices maintained by such schools for the sale of correspondence courses are included.

238 - DATA PROCESSING SCHOOLS - Establishments primarily engaged in offering data processing courses in programming, and in computer and peripheral equipment operation, including keypunch operation. Does not include business and secretarial schools or vocational schools.

239 - BUSINESS AND SECRETARIAL SCHOOLS - Establishments primarily engaged in offering courses in business machine operation (except data processing), office procedures, and secretarial and stenographic skills. Schools primarily engaged in teaching data processing are classified under DATA PROCESSING SCHOOLS. Schools not offering academic training are classified under VOCATIONAL SCHOOLS, EXCEPT

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VOCATIONAL HIGH SCHOOLS (Code 240).

240 - VOCATIONAL SCHOOLS, EXCEPT VOCATIONAL HIGH SCHOOLS - Establishments primarily engaged in offering specialized trade or commercial courses, but not academic training. Includes aviation schools, commercial art schools, practical nurses schools, and other trade schools.

241 - PRIMARY AND SECONDARY SCHOOLS - Elementary and secondary schools below university grade (ordinarily grades 1 through 12), including denominational and sectarian; kindergartens and military academies are also included (except United States Military Academies).

242 - PROFESSIONAL MEMBERSHIP ASSOCIATIONS - Membership organizations of professional persons for the advancement of the interests of their profession. Membership organizations engaged in civic, social, or fraternal activities are classified under CIVIC, SOCIAL, AND FRATERNAL ORGANIZATIONS (Code 242).

243 - LABOR UNIONS AND SIMILAR LABOR ORGANIZATIONS - Membership organizations of workers for the improvement of wages and working conditions.

244 - CIVIC, SOCIAL, AND FRATERNAL ASSOCIATIONS - Membership organizations engaged in civic, social, and fraternal activities. Does not include membership sports and recreation clubs.

245 - COAL AND WOOD DEALERS - Establishments primarily selling coal, wood, charcoal, coke, or a combination of these lines.

246 - FUEL OIL DEALERS - Establishments primarily selling fuel oil.

247 - OTHER FUEL DEALERS - Establishments primarily engaged in selling bottled or tank gas and kerosene and other fuels not mentioned elsewhere.

248 - NATURAL GAS DISTRIBUTION - Establishments primarily engaged in the distribution of natural gas. Establishments engaged in transmission and distribution of natural gas are classified under NATURAL GAS TRANSMISSION AND DISTRIBUTION (Code 249). (Transmission involves transmitting gas from the point of production to the point of distribution.) Establishments primarily engaged in providing gas services

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in combination with other services, with gas services as the major part are classified under NATURAL GAS SERVICES AND OTHER SERVICES COMBINED (Code 250).

249 - NATURAL GAS TRANSMISSION AND DISTRIBUTION - Establishments engaged in both the transmission and the distribution of natural gas for sale. Transmission involves transmitting gas from the point of production to the point of distribution. Establishments engaged only in the distribution of natural gas are classified under NATURAL GAS DISTRIBUTION (Code 248). Establishments primarily engaged in providing gas services in combination with other services are classified under NATURAL GAS SERVICES AND OTHER SERVICES COMBINED (Code 250).

250 - NATURAL GAS SERVICE AND OTHER SERVICES COMBINED - Establishments primarily engaged in providing natural gas services in combination with other services, with gas service the major part.

251 - ELECTRIC SERVICES - Establishments primarily engaged in the generation, transmission, and/or distribution of electric energy for sale. Establishments primarily engaged in providing electric services in combination with other services, with electric services as the major part, are classified under ELECTRIC AND OTHER SERVICES COMBINED (Code 252).

252 - ELECTRIC AND OTHER SERVICES COMBINED - Establishments primarily engaged in providing electric services in combination with other services, with electric service as the major part.

253 - TELEPHONE COMPANIES - Establishments engaged in providing telephone communication services for residential consumers, be it local service, intrastate toll call service, interstate toll call service or telephone equipment rental.

254 - TELEGRAPH COMMUNICATION - Establishments primarily engaged in furnishing telegraphic communication service by transmitting and receiving nonvocal record communication.

255 - WATER SUPPLY AND SEWERAGE SYSTEMS - Establishments engaged in distributing water for domestic, commercial, and industrial use, and in the collection and disposal of waste conducted through a sewer system.

256 - GARBAGE AND TRASH COLLECTION AND DISPOSAL - Establishments primarily engaged in the collection and disposal of refuse

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by processing or destruction.

257 - LOCAL AND SUBURBAN TRANSIT - Establishments primarily engaged in furnishing local and suburban mass passenger transportation over regular routes and on regular schedules. Such transportation may involve the use of one or more modes of transportation. Establishments primarily engaged in furnishing passenger transportation by automobile or bus to, from, or between airports or rail terminals over regular routes are included in this industry. Taxicabs not operating over regular routes are classified under TAXICABS (Code 259).

258 - INTERCITY AND RURAL HIGHWAY PASSENGER TRANSPORTATION - Establishments primarily engaged in furnishing passenger transportation by motor vehicles, the operations of which are principally outside a single municipality, outside one group of contiguous municipalities, and outside a municipality and its suburban areas. Includes intercity and interstate bus lines.

259 - TAXICABS - Establishments primarily engaged in furnishing passenger transportation by automobiles not operating on regular schedules or between fixed terminals.

260 - VEHICLE TOLL FACILITIES - Establishments primarily engaged in the operation of fixed facilities for motor vehicle transportation, such as toll roads, highway bridges, and other fixed facilities, except terminals.

261 - FERRIES - Establishments primarily engaged in operating ferries across rivers or within harbors.

262 - AIRLINE COMPANIES - Airlines operating over fixed routes on fixed schedules. Does not include charter service.

263 - HOUSEHOLD GOODS WAREHOUSING AND STORAGE - Establishments primarily engaged in the storage of household goods, but not engaged in local trucking. Establishments primarily engaged in moving furniture and household goods are classified under FREIGHT TRANSPORTATION/DELIVERY SERVICES, EXCEPT LOCAL (Code 146).

264 - STATE GOVERNMENT - Self-explanatory (State employment services are classified under STATE EMPLOYMENT SERVICES (Code 231); Divisions of motor vehicles are classified under STATE DIVISION OF MOTOR VEHICLES (Code 091).

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265 - MUNICIPAL OR OTHER LOCAL GOVERNMENT - Self-explanatory. (Municipal parking facilities are classified under either PARKING LOTS (Code 092) or PARKING STRUCTURES (Code 093).)

266 - SERVICE ORIENTED OUTLETS - NOT ELSEWHERE CLASSIFIED - Establishments which are primarily engaged in performing a service or services which cannot be classified elsewhere.

267 - COMMODITY ORIENTED OUTLETS - NOT ELSEWHERE CLASSIFIED - Establishments which are primarily selling a commodity or commodities which cannot be classified elsewhere.

268 - OUTLETS NOT ELSEWHERE CLASSIFIED OR OUTLET TYPE UNDETERMINED - Establishments of which the type of business cannot be classified due to no contact and when none of the type of business codes apply.

269 - OUTLET TYPE OUT-OF-SCOPE - Use this code for all outlets which are ineligible for pricing in the CPI.

APPENDIX B.2 TYPE OF BUSINESS CODES - ALPHABETIC LIST

This appendix lists the titles and corresponding codes for each Type of Business in alphabetic order. All Type of Business titles are printed in uppercase type with each corresponding Type of Business code printed in the right-hand column. In addition, many of the titles are grouped into categories to facilitate referencing. The category names are printed in lowercase type to avoid confusion with the Type of Business titles. The corresponding definitions for the codes and titles are listed in Appendix B.1.

TITLE	TYPE OF BUSINESS CODE
ACCIDENT AND HEALTH INSURANCE	124
ACCOUNTING SERVICES	168
ACUPUNCTURIST	117
AIRLINE COMPANIES	262
AIRPLANE DEALERS	082
AMUSEMENT PARKS	182
ANIMAL KENNELS	159
APARTMENT BUILDINGS, OPERATORS OF	229
Apparel Stores	
BRIDAL SHOPS	025
CORSETS AND LINGERIE STORES	022
DISCOUNT AND OFF-PRICE CHILDREN'S AND INFANTS' WEAR STORES	011
DISCOUNT AND OFF-PRICE FAMILY CLOTHING STORES	013
DISCOUNT & OFF-PRICE MEN'S & BOYS' CLOTHING & FURNISHING STORES	007
DISCOUNT AND OFF-PRICE WOMEN'S READY TO WEAR STORES	009
FULL SERVICE CHILDREN'S AND INFANTS' WEAR STORES	010
FULL SERVICE FAMILY CLOTHING STORES	012
FULL SERVICE MEN'S AND BOYS' CLOTHING AND FURNISHINGS STORES	006
FULL SERVICE WOMEN'S READY TO WEAR STORES	008
MEN'S FORMAL WEAR SHOPS	026
OTHER WOMEN'S ACCESSORY, SPECIALTY STORES	023
UNIFORM SHOPS	024

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ARCADES	181
AUTOMOBILE ASSOCIATIONS AND CLUBS	094
AUTOMOBILE BODY SHOPS	081
Automobile Shops and Stores	
AUTOMOBILE BODY SHOPS	081
AUTOMOTIVE SERVICES, EXCEPT REPAIR AND CAR WASHES	079
CAR WASHES	080
GASOLINE SERVICE STATIONS	072
GENERAL AUTOMOBILE REPAIR SHOPS	075
HOME AND AUTO SUPPLY STORES	073
MISCELLANEOUS VEHICLE SALES	087
MOTOR VEHICLE DEALER - DOMESTIC AND IMPORT	070
MOTOR VEHICLE DEALER - DOMESTIC ONLY, MULTIPLE MAKES	067
MOTOR VEHICLE DEALER - DOMESTIC ONLY, SINGLE MAKE	066
MOTOR VEHICLE DEALER - IMPORT ONLY, MULTIPLE MAKES	069
MOTOR VEHICLE DEALER - IMPORT ONLY, SINGLE MAKE	068
MOTOR VEHICLE DEALER - USED CARS ONLY	071
OTHER TIRE, BATTERY, ACCESSORY DEALERS	074
TIRE RETREADING AND REPAIR SHOPS	078
VEHICLE RENTAL AGENCY	088
AUTOMOTIVE REPAIR SHOPS (SPECIALIZED), EXCEPT GLASS REPLACEMENT	076
AUTOMOTIVE SERVICES, EXCEPT REPAIR AND CAR WASHES	079
BABY SITTERS	140
BAKERIES	212
BANKS	163
BARBER SHOPS	154
BARS, NIGHTCLUBS	209
BEAUTY MART	046

	TOB CODE
BEAUTY SHOPS	155
BICYCLE SHOPS	032
BILLIARD AND POOL ESTABLISHMENTS	180
BLUEPRINTING AND PHOTOCOPYING SERVICES	149
BOAT DEALERS	083
BOOK PUBLISHER	189
BOOK STORES	038
BOWLING ALLEYS	179
BRIDAL SHOPS	025
BUSINESS AND SECRETARIAL SCHOOLS	239
CABLE AND OTHER PAY TELEVISION SERVICES	177
CAFETERIAS	205
CAMERA AND PHOTOGRAPHIC SUPPLY STORES	035
CAMPING, PICNICKING, AND BEACH SERVICES	191
CANDY, NUT, AND CONFECTIONERY STORES	224
CAR WASHES	080
CATERERS	210
CHAIN DRUG STORE	030
CHAIN GROCERY STORES	217
CHILDREN'S AND INFANTS' WEAR STORES, DISCOUNT AND OFF-PRICE	011
CHILDREN'S AND INFANTS' WEAR STORES, FULL SERVICE	010
CHILDREN'S AND JUVENILES' SHOE STORES, DISCOUNT AND OFF-PRICE	019
CHILDREN'S AND JUVENILES' SHOE STORES, FULL SERVICE	018

	TOB CODE
CHINA, GLASSWARE, AND METALWARE STORES	055
CHIROPRACTOR	114
CIGAR STORES AND STANDS	037
CIVIC, SOCIAL, AND FRATERNAL ASSOCIATIONS	244
COAL AND WOOD DEALERS	245
COIN-OPERATED LAUNDRIES AND DRY CLEANING	136
COLLEGES, UNIVERSITIES, AND PROFESSIONAL SCHOOLS	235
COMMODITY ORIENTED OUTLETS - NOT ELSEWHERE CLASSIFIED	267
COMPUTER HARDWARE STORES	057
COMPUTER SOFTWARE STORES	058
CONVENIENCE STORES	223
CORRESPONDENCE SCHOOLS	237
CORSETS AND LINGERIE STORES	022
COST PLUS STORES	050
COUNSELING SERVICES (OTHER THAN LEGAL OR FINANCIAL)	169
CREDIT AGENCIES OTHER THAN BANKS	164
DAIRIES	215
DAIRY PRODUCTS STORES	214
DATA PROCESSING SCHOOLS	238
DAY NURSERIES	141
DENTIST	110

Appendix B.2
TOB Codes - Alphabetic List

	TOB CODE
Department Stores	
DISCOUNT DEPARTMENT STORES	002
DRY GOODS AND GENERAL MERCHANDISE	003
FULL SERVICE DEPARTMENT STORES	001
VARIETY STORES	004
DIAPER SERVICE	139
DINNER THEATERS	211
DIRECT SELLING ESTABLISHMENTS	049
DISCOUNT DEPARTMENT STORES	002
DISINFECTING AND EXTERMINATING SERVICES	156
Doctors -- M.D.	
DOCTOR - EAR, NOSE, AND THROAT SPECIALIST	100
DOCTOR - GENERAL PRACTITIONER OR FAMILY PRACTITIONER	095
DOCTOR - INTERNIST	096
DOCTOR - MISCELLANEOUS	106
DOCTOR - OBSTETRICIAN/GYNECOLOGIST	097
DOCTOR - OPTHALMOLOGIST	105
DOCTOR - OPTOMETRIST	112
DOCTOR - ORTHOPEDIC SURGEON	103
DOCTOR - PEDIATRICIAN	098
DOCTOR - PSYCHIATRIST	101
DOCTOR - RADIOLOGIST	104
DOCTOR - SURGEON	099
DOCTOR - UROLOGIST	102
Doctors of Dental Science - D.D.S	
Doctor of Dental Science - General Dentist	110
Doctor of Dental Science - Orthodontist	111
Doctor of Dental Science - Periodontist	108
Doctor of Dental Science - Oral and Maxillofacial Surgeon	109

	TOB CODE
DRAPERY, CURTAIN AND UPHOLSTERY STORES	051
DRIVE-IN MOTION PICTURE THEATERS	176
DRUG STORE, CHAIN	030
DRUG STORE, INDEPENDENT	031
DRY CLEANING PLANTS	135
DRY GOODS AND GENERAL MERCHANDISE	003
EAR, NOSE, AND THROAT SPECIALIST, DOCTOR	100
ELECTRIC AND OTHER SERVICES COMBINED	252
ELECTRIC SERVICES	251
ELECTRICAL CONTRACTORS	199
ELECTRICAL REPAIR SHOPS	144
ELECTRICAL SUPPLY STORES	204
EMPLOYMENT AGENCIES, PRIVATE	232
FAMILY CLOTHING STORES, DISCOUNT AND OFF-PRICE	013
FAMILY CLOTHING STORES, FULL SERVICE	012
FAMILY SHOE STORES, DISCOUNT AND OFF-PRICE	021
FAMILY SHOE STORES, FULL SERVICE	020
FERRIES	261
FILM DEVELOPING AND PRINTING	151
FIRE, MARINE, AND CASUALTY INSURANCE	162
FISH MARKET	221

	TOB CODE
FLOOR COVERING STORES	053
FLORISTS	045
FREEZER AND LOCKER MEAT PROVISIONERS	220
FREIGHT TRANSPORTATION/DELIVERY SERVICES, EXCEPT LOCAL	146
FREIGHT TRANSPORTATION/DELIVERY SERVICES, LOCAL	152
FUEL DEALERS, OTHER	247
FUEL OIL DEALERS	246
FULL SERVICE DEPARTMENT STORES	001
FUNERAL SERVICES AND CREMATORIES	165
FURNITURE STORES	052
FURS AND FURRIERS	027
GARBAGE AND TRASH COLLECTION AND DISPOSAL	256
GARDEN SUPPLY STORES	034
GARMENT ALTERATION, REPAIR, AND STORAGE	138
GARMENT PRESSING, AND AGENTS FOR LAUNDRIES AND DRY CLEANERS	137
GASOLINE SERVICE STATIONS	072
GENERAL AUTOMOBILE REPAIR SHOPS	075
GENERAL BUILDING CONTRACTORS	202
GENERAL ENTERTAINMENT	174
GENERAL PRACTITIONER OR FAMILY PRACTITIONER, DOCTOR	095
GIFT SHOPS	044
GLASS REPLACEMENT AND REPAIR	077
GOLF COURSES, PUBLIC	183

	TOB CODE
Grocery Stores	
BAKERIES	212
CHAIN GROCERY STORES	217
CONVENIENCE STORES	223
DAIRY PRODUCTS STORES	214
FISH MARKET	221
INDEPENDENT GROCERY STORES	218
MEAT MARKET	219
PRODUCE MARKET	222
HARDWARE STORES	197
HEALTH CLUBS OR SPAS	234
HEATING, PLUMBING EQUIPMENT DEALERS	194
HOBBY, TOY, AND GAME SHOPS	036
HOME AND AUTO SUPPLY STORES	073
HOME FURNISHINGS STORES, MISCELLANEOUS	065
HOSPITAL AND MEDICAL SERVICE PLANS	122
Hospitals	
NON-PROPRIETARY GENERAL MEDICAL AND SURGICAL HOSPITALS	126
NON-PROPRIETARY PSYCHIATRIC HOSPITALS	129
NON-PROPRIETARY SPECIALTY HOSPITALS, EXCEPT PSYCHIATRIC	132
PROPRIETARY GENERAL MEDICAL AND SURGICAL HOSPITALS	125
PROPRIETARY PSYCHIATRIC HOSPITALS	128
PROPRIETARY SPECIALTY HOSPITALS, EXCEPT PSYCHIATRIC	131
PUBLICLY OWNED GENERAL MEDICAL AND SURGICAL HOSPITALS	127
PUBLICLY OWNED PSYCHIATRIC HOSPITALS	130
PUBLICLY OWNED SPECIALTY HOSPITALS, EXCEPT PSYCHIATRIC	133
HOTELS, MOTELS AND TOURIST COURTS	226
HOUSEHOLD APPLIANCE STORES	054

	TOB CODE
HOUSEHOLD GOODS WAREHOUSING AND STORAGE	263
ICE CREAM STORES	216
INDEPENDENT DRUG STORES	031
INDEPENDENT GROCERY STORES	218
IN-PLANT EATING FACILITIES	206
INSTRUCTORS	161
INTERCITY AND RURAL HIGHWAY PASSENGER TRANSPORTATION	258
INTERNIST, DOCTOR	096
JEWELRY STORES	029
JUNIOR COLLEGES AND TECHNICAL INSTITUTES	236
LABOR UNIONS AND SIMILAR LABOR ORGANIZATIONS	243
LAMP SHOPS	062
LANDSCAPING SERVICE	170
Laundry and Dry Cleaning	
COIN-OPERATED LAUNDRIES AND DRY CLEANING	136
DRY CLEANING PLANTS	135
GARMENT ALTERATION, REPAIR, AND STORAGE	138
GARMENT PRESSING, AND AGENTS FOR LAUNDRIES AND DRY CLEANERS	137
POWER LAUNDRIES	134
LAWN CARE SERVICE	171
LEGAL SERVICES	166

	TOB CODE
LIQUOR STORES	040
LOCAL AND SUBURBAN TRANSIT	257
LUGGAGE AND LEATHER GOODS STORES	043
LUMBER AND OTHER BUILDING MATERIALS DEALER	192
MAGAZINE PUBLISHERS	187
MAIL ORDER HOUSE	047
MEAT MARKET	219
MEDICAL CARE PROVIDERS, OTHER	123
MEDICAL LABORATORY	118
MEDICAL SUPPLY STORES	041
MEN'S AND BOYS' CLOTHING AND FURNISHINGS STORES, DISCOUNT AND OFF-PRICE	007
MEN'S AND BOYS' CLOTHING AND FURNISHINGS STORES, FULL SERVICE	006
MEN'S FORMAL WEAR SHOPS	026
MEN'S SHOE STORES, DISCOUNT AND OFF-PRICE	015
MEN'S SHOE STORES, FULL SERVICE	014
MERCHANDISING MACHINE OPERATORS	048
MISCELLANEOUS - DOCTOR	106
MISCELLANEOUS HOME FURNISHINGS STORES	065
MISCELLANEOUS PERSONAL SERVICES	173
MISCELLANEOUS VEHICLE SALES	087
MOPED DEALERS	085
MOTION PICTURE THEATERS, OTHER THAN DRIVE-IN	175
MOTORCYCLE DEALERS	084

	TOB CODE
MOTOR VEHICLE DEALER - DOMESTIC AND IMPORT	070
MOTOR VEHICLE DEALER - DOMESTIC ONLY, MULTIPLE MAKES	067
MOTOR VEHICLE DEALER - DOMESTIC ONLY, SINGLE MAKE	066
MOTOR VEHICLE DEALER - IMPORT ONLY, MULTIPLE MAKES	069
MOTOR VEHICLE DEALER - IMPORT ONLY, SINGLE MAKE	068
MOTOR VEHICLE DEALER - USED CARS ONLY	071
MUNICIPAL OR OTHER LOCAL GOVERNMENT	265
MUSICAL INSTRUMENTS STORES	061
NATURAL GAS DISTRIBUTION	248
NATURAL GAS SERVICE AND OTHER SERVICES COMBINED	250
NATURAL GAS TRANSMISSION AND DISTRIBUTION	249
NEWS DEALERS AND NEWSSTANDS	039
NEWSPAPER PUBLISHERS	180
NON-PROPRIETARY GENERAL MEDICAL AND SURGICAL HOSPITALS	126
NON-PROPRIETARY PSYCHIATRIC HOSPITALS	129
NON-PROPRIETARY SPECIALTY HOSPITALS, EXCEPT PSYCHIATRIC	132
NURSERIES AND GREENHOUSES	198
NURSING AND CONVALESCENT HOMES	120
NURSING CARE	119

	TOB CODE
OBSTETRICIAN/GYNECOLOGIST, DOCTOR	097
OFFICES OF OSTEOPATHIC PHYSICIANS	107
OPERATORS OF APARTMENT BUILDINGS	229
OPERATORS OF RESIDENTIAL MOBILE HOME SITES	228
OPTHALMOLOGIST, DOCTOR	105
OPTICIAN	113
OPTOMETRIST, DOCTOR	112
ORAL AND MAXILLOFACIAL SURGEON	109
ORTHOPEDIC SURGEON, DOCTOR	103
ORTHODONTIST	111
OSTEOPATHIC PHYSICIANS, OFFICES OF	107
OTHER FUEL DEALERS	247
OTHER MEDICAL CARE PROVIDERS	123
OTHER PARTICIPANT SPORTS OPERATIONS	190
OUTLET TYPE OUT-OF-SCOPE	269
OUTLETS NOT ELSEWHERE CLASSIFIED OR OUTLET TYPE UNDETERMINED	268
OUTPATIENT CARE FACILITIES, INCLUDING HMOs	121
PAINT, GLASS, AND WALLPAPER STORES	193
PAINTING, PAPER HANGING, AND DECORATING CONTRACTORS	201
PARKING LOTS	092
PARKING STRUCTURES	093
PEDIATRICIAN, DOCTOR	098

	TOB CODE
PERIODONTIST	108
PET STORES	157
PHOTOGRAPHER	150
PICTURE SHOPS	064
PLASTERING AND LATHING CONTRACTORS	203
PLUMBING, HEATING (EXCEPT ELECTRIC) AND AIR COND. CONTRACTORS	196
PODIATRIST (CHIROPODISTS)	115
POWER LAUNDRIES	134
PRIMARY AND SECONDARY SCHOOLS	241
PRIVATE EMPLOYMENT AGENCIES	232
PRODUCE MARKET	222
PROFESSIONAL MEMBERSHIP ASSOCIATIONS	242
PROPRIETARY GENERAL MEDICAL AND SURGICAL HOSPITALS	125
PROPRIETARY PSYCHIATRIC HOSPITALS	128
PROPRIETARY SPECIALTY HOSPITALS, EXCEPT PSYCHIATRIC	131
PROVIDERS OF ATHLETIC EVENTS	184
PSYCHIATRIST, DOCTOR	101
PSYCHOLOGIST	116
PUBLIC GOLF COURSES	183
PUBLICLY OWNED GENERAL MEDICAL AND SURGICAL HOSPITALS	127
PUBLICLY OWNED PSYCHIATRIC HOSPITALS	130
PUBLICLY OWNED SPECIALTY HOSPITALS, EXCEPT PSYCHIATRIC	133

	TOB CODE
RADIO AND TELEVISION REPAIR SHOP	160
RADIOLOGIST, DOCTOR	104
REAL ESTATE AGENTS AND MANAGERS	167
RECORD, TAPE, AND COMPACT DISC SHOPS	060
RECREATIONAL AND UTILITY TRAILER DEALERS	086
RECREATIONAL ORGANIZATIONS	186
REFRESHMENT PLACES	207
REFRIGERATION AND AIR CONDITIONING SERVICE AND REPAIR SHOPS	195
Rental	
RENTAL (OTHER THAN VEHICLES)	153
TRUCK RENTAL AND LEASING WITHOUT DRIVERS	089
UTILITY TRAILER AND RECREATIONAL VEHICLE RENTAL	090
VEHICLE RENTAL AGENCY	088
RENTAL (OTHER THAN VEHICLES)	153
RESIDENTIAL CARE	230
RESIDENTIAL MOBILE HOME SITES, OPERATORS OF	228
RESTAURANTS AND LUNCHROOMS	208
RETAIL BAKERIES - SELLING ONLY	213
REUPHOLSTERY AND FURNITURE REPAIR	142
ROOFING AND SHEET METAL CONTRACTORS	200
ROOMING AND BOARDING HOUSES	227

Appendix B.2
TOB Codes - Alphabetic List

	TOB CODE
SERVICE ORIENTED OUTLETS - NOT ELSEWHERE CLASSIFIED	266
SEWING AND NEEDLEWORK STORES	005
SHOE REPAIR SHOPS	147
Shoe Stores	
DISCOUNT AND OFF-PRICE CHILDREN'S AND JUVENILES' SHOE STORES	019
DISCOUNT AND OFF-PRICE FAMILY SHOE STORES	021
DISCOUNT AND OFF-PRICE MEN'S SHOE STORES	015
DISCOUNT AND OFF-PRICE WOMEN'S SHOE STORE	017
FULL SERVICE CHILDREN'S AND JUVENILE'S SHOE STORES	018
FULL SERVICE FAMILY SHOE STORES	020
FULL SERVICE MEN'S SHOE STORES	014
FULL SERVICE WOMEN'S SHOE STORE	016
SHOE REPAIR SHOPS	147
SMALL ENGINE REPAIR	145
SOFT DRINK BOTTLING COMPANIES	225
SPORTING AND RECREATIONAL CAMPS	185
SPORTING GOODS STORES	033
STATE DIVISION OF MOTOR VEHICLES	091
STATE EMPLOYMENT SERVICES	231
STATE GOVERNMENT	264
STATIONERY STORES	028
SURGEON, DOCTOR	099

	TOB CODE
TAXICABS	259
TELEGRAPH COMMUNICATION	254
TELEPHONE COMPANIES	253
TELEPHONE STORES	059
TIRE, BATTERY, ACCESSORY DEALERS (OTHER)	074
TIRE RETREADING AND REPAIR SHOPS	078
TREE AND SHRUB SERVICE	172
TRUCK RENTAL AND LEASING WITHOUT DRIVERS	089
TYPEWRITER AND BUSINESS MACHINE STORES	042
UNIFORM SHOPS	024
UROLOGIST, DOCTOR	102
U.S. POSTAL SERVICE	233
UTILITY TRAILER AND RECREATIONAL VEHICLE RENTAL	090
VARIETY STORES	004
VEHICLE RENTAL AGENCY	088
VEHICLE TOLL FACILITIES	260
VETERINARIANS	158
VIDEO AND AUDIO STORES	056
VIDEO TAPE STORES	178
VOCATIONAL SCHOOLS, EXCEPT VOCATIONAL HIGH SCHOOLS	240

	TOB CODE
WATCH, CLOCK, AND JEWELRY REPAIR	148
WATER SUPPLY AND SEWERAGE SYSTEMS	255
WINDOW CLEANING	143
WINDOW SHADE SHOPS	063
WOMEN'S ACCESSORY, SPECIALTY STORES (OTHER)	023
WOMEN'S READY TO WEAR STORES, DISCOUNT AND OFF-PRICE	009
WOMEN'S SHOE STORES, DISCOUNT AND OFF-PRICE	017
WOMEN'S SHOE STORES, FULL SERVICE	016

APPENDIX C. COLLECTION FORMS

BLS 3400	Initiation Facesheet Quote Summary Form Department/Respondent List (SO-614) ELI Selling Season Reporting Form
BLS 3400	Facesheet Quote Summary Form
BLS 3401	Pricing Form
BLS 3400A.1	Disaggregation Worksheet
BLS 3400A.2	Disaggregation Worksheet
BLS 3400B	ELI Checklist
BLS 3400C	Percent of POPS Worksheet

Computer Generated Transmittal Form

BUREAU OF LABOR STATISTICS
CPI COMMODITIES AND SERVICES COLLECTION SCHEDULE

U.S. DEPARTMENT OF LABOR

3458901

PAGE 1
OMB# 1220-0039
EXP. 4/30/88

The information collected on this form by the Bureau of Labor Statistics will be held in confidence and will be used for statistical purposes only.

This report is authorized by law 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

outlet number 3458901	schedule type P	index psu A315	outlet seq 1055

collection psu: A315 _ _ _ _

outlet name: COMMODITIES AND SERVICES INC ____________

address: 441 G ST NW ____________

city: WASHINGTON state: DC ____________ _ _

zip: 20212 coc required: _ _ _ _ _ _ - _ _ _ _ _ _ _ _

shopping center: NATIONAL PLAZA ____________

cross street: 6 TH ST ____________

telephone: (_ _ _) _ _ _ - _ _ _ _

contact time: ____________

authorizing official: ____________

address: ____________

city: state: ____________ _ _

telephone: (_ _ _) _ _ _ - _ _ _ _

respondent: ____________

address: ____________

INTERVIEW INFORMATION:

interview code: _ _ date collected: _ _/_ _/_ _ type of contact: _ _ field rep code: _ _ _ _ _

number of contacts: _ travel time: _ _ _ in-store time: _ _ _

type of business:

_ _ _ ____________

instructions:

____

outlet message:
previous ____________

current: ____________

BLS 3400 (REVISED MAY 1986)

QUOTE SUMMARY FORM

OUTLET NUMBER 3458901

OUTLET NAME COMMODITIES AND SERVICES INC

QUOTES PRICED IN THIS OUTLET (FOR REFERENCE ONLY)

QUOTE CODE	ELI TITLE (INCLUDING SEASON)/ *ACTION REQUIRED	ELI-CLUSTER	POPS CAT	LAST REV
001	WOMEN'S COATS AND JACKETS - F/W *WASHINGTON OFFICE DESIGNATED SEASONAL ELI *DETERMINE SELLING SEASON *INITIATE IF IN INITIATION WINDOW *REF PER IS BEGINNING OF SELLING SEASON TO DATE OF INITIATION	38011	035	5/86
002	WOMEN'S COATS AND JACKETS - S/S *WASHINGTON OFFICE DESIGNATED SEASONAL ELI *DETERMINE SELLING SEASON *INITIATE IF IN INITIATION WINDOW *REF PER IS BEGINNING OF SELLING SEASON TO DATE OF INITIATION	38011	035	5/86
003	WHITE BREAD *INITIATE *COMPLETE PERCENT OF POPS WORKSHEET	02011	105	5/86
004	WHITE BREAD *INITIATE *COMPLETE PERCENT OF POPS WORKSHEET *QUOTES 003, 004 MAY BE DISAGGREGATED TOGETHER	02011	105	5/86

FIELD REPRESENTATIVE WORK SPACE (THIS INFORMATION WILL NOT BE USED BY WASHINGTON OFFICE)

DEPARTMENT/RESPONDENT LIST

OUTLET NUMBER 3458901

OUTLET NAME COMMODITIES AND SERVICES INC

DEPT CODE	DEPARTMENT NAME	DEPARTMENT RESPONDENT	DEPARTMENT LOCATION
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			
O			
P			
Q			
R			
S			
T			
U			
V			
W			
X			
Y			
Z			

SO 614 (REVISED MAY 1986)

ELI SELLING SEASON REPORTING FORM

OUTLET NUMBER 3458901

OUTLET NAME COMMODITIES AND SERVICES INC

ELI	ELI TITLE	WASHINGTON SEASON	ELI SELLING SEASON
38011	WOMEN'S COATS AND JACKETS - F/W	FALL/WINTER	___/___
38011	WOMEN'S COATS AND JACKETS - S/S	SPRING/SUMMER	___/___

BUREAU OF LABOR STATISTICS   U.S. DEPARTMENT OF LABOR   0986457

CPI COMMODITIES AND SERVICES COLLECTION SCHEDULE   PAGE 1

The information collected on this form by the Bureau of Labor Statistics will be held in confidence and will be used for statistical purposes only.

This report is authorized by Law 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive, accurate, and timely.

OMB# 1220-0039
EXP. 4/30/88

outlet number 0986457	schedule type P	index psu A316	outlet seq 1
collection period 8609	pricing period 1 09/02/86-09/09/86		previous rep code 01023

collection psu: A316__ __ __ __   assignment code: 1440__ __ __ __

outlet name: ACME MARKET ______________________

address: 3216 N PHILLIPS BLVD ______________________

city: DALLAS   state: TX ______________________ __ __

zip: 20212   coc required: NO __ __ __ __ __ - __ __ __ __ __   __ __ __

shopping center: LAKE WORTH CENTER ______________________

cross street: WORTH BLVD ______________________

telephone: (202)272-5678   (__ __ __) __ __ __ - __ __ __ __

contact time: BEFORE 11AM WED OR THURS ______________________

authorizing official: BARNABAS COLLINS ______________________

address: 1330 CONSTITUTION AVE ______________________

city: DALLAS   state: TX ______________________ __ __

telephone: (202)345-0972   (__ __ __) __ __ __ - __ __ __ __

respondent: PETER ZARRECK ______________________

address: 3218 PHILLIPS BLVD ______________________

INTERVIEW INFORMATION:

interview code: __ __   date collected: __ __/__ __/__ __   type of contact: __ __   field rep code: __ __ __ __ __

number of contacts: __   travel time: __ __ __   in-store time: __ __ __

type of business: 001   FULL SERVICE DEPARTMENT STORE

__ __ __ ______________________

instructions: SEE MGR'S SECRETARY BEFORE PRICING.

____

____

outlet message

previous   STORE CURRENTLY REMODELING. NEW LINES WILL BE MORE EXPENSIVE.

current: ______________________

BLS 3400 (REVISED MAY 1986)

QUOTE SUMMARY FORM

OUTLET NUMBER 0986457

OUTLET NAME ACME MARKET

QUOTES PRICED IN THIS OUTLET (FOR REFERENCE ONLY)

QUOTE CODE	ELI TITLE (INCLUDING SEASON)/ *ACTION REQUIRED	ELI-CLUSTER	POPS CAT	LAST REV.
001	FLOUR	01011	105	5/86
002	OTHER FRESH FRUITS - JAN/JUN	11041	108	5/86
	*NOTE AND FILE REVISED CHECKLIST *SEE COMMODITY MESSAGE			
003	OTHER FRESH FRUITS - JUL/DEC	11041	108	5/86
	*WASHINGTON OFFICE DESIGNATED SEASONAL ELI *PRICE IF AVAILABLE - DO NOT SUBSTITUTE *NOTE AND FILE REVISED CHECKLIST			

FIELD REPRESENTATIVE WORK SPACE (THIS INFORMATION WILL NOT BE USED BY WASHINGTON OFFICE)

COLLECTION PERIOD 8609
OUTLET NUMBER 0986457 ACME MARKET

09/02/86 PAGE 3
09/09/86 A316/1440

QUOTE CODE 001

ARRANGING CODE: 002 RESPONDENT:

LOCATION: AISLE 6

8608 SEASONAL: NO | IN-SEASON: YEAR-ROUND

8609 YES NO | JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

01011-01A FLOUR

A1	WHEAT - ALL PURPOSE (BLEND, FAMILY FLOUR)
H2	UNBLEACHED
I2	NOT SELF-RISING
J1	BAG
K3	33 TO 80 OUNCES
L99	BRAND - FAMILY BEST

SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES:

_ _ _ _ ____________________

_ _ _ _ ____________________

_ _ _ _ ____________________

8608 ITEM AVAILABILITY: AVAILABLE

8609 AVAILABLE OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE PERM UNAVAIL

8609 QUOTE STATUS: SAME ITEM SUBSTITUTION REINITIATION DELETION

8609 FIELD MESSAGE: ____________________

	8608	8609
PRICE:	1.19	_ _ _ _ _ _ _ . _ _ _
TYPE OF PRICE:	REGULAR	REGULAR SALE
QUANTITY:	1	_ _ _
SIZE:	5.00	_ _ _ _._ _ _
UNIT OF SIZE:	LB	_ _ _

SALES TAX	8608	8609
APPLICABLE:	YES	YES NO
INCLUDED:	NO	YES NO
RATE:	5.0 %	_ _ . _ _ _ %

DESCRIPTION

8608

8609: ____________________

____

CORRECTIONS

EFFECTIVE DATE: _ _ / _ _ / _ _ TYPE OF PRICE: REGULAR SALE

PRICE: _ _ _ _ _ _ _ . _ _ _ QUANTITY: _ _ _ SIZE: _ _ _ _._ _ _ UNIT OF SIZE: _ _ _

SALES TAX APPLICABLE: YES NO INCLUDED: YES NO RATE: _ _ . _ _ _ %

COLLECTION PERIOD 8609
OUTLET NUMBER 0986457 ACME MARKET 09/02/86 09/09/86

QUOTE CODE 002

ARRANGING CODE: 004 RESPONDENT: STRAWBERRY SHORTCAKE

LOCATION: AISLE 3

MESSAGES COMMODITY THANKS FOR INFO ON SALE POLICY FOR PRODUCE
OTHER NOTE AND FILE REVISED CHECKLIST

REFERENCE/SUBSTITUTION PERIOD AUG - JAN

8608 SEASONAL: YES | IN-SEASON: JUL - OCT

8609 YES NO | JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

11041-01D OTHER FRESH FRUITS

A8 MELONS
B15 CANTALOUPE
C2 ** OTHER GRADE/GRADE NOT AVAILABLE
D1 ** LOOSE
E3 ** WEIGHED 2 FRUITS, ENTERED PAIR

SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES:

_ _ _ _ ____________________

_ _ _ _ ____________________

_ _ _ _ ____________________

8608 ITEM AVAILABILITY: AVAILABLE

8609 AVAILABLE OUT OF SEASON TEMP UNAVAIL INIT INCOMPLETE PERM UNAVAIL

8609 QUOTE STATUS: SAME ITEM SUBSTITUTION REINITIATION DELETION

8609 FIELD MESSAGE: ____________________

	8608	8609	
PRICE:	.99	_ _ _ _ _ _ _ . _ _ _	
TYPE OF PRICE:	REGULAR	REGULAR	SALE
QUANTITY:	1	_ _ _	
SIZE:	62.5	_ _ _ _ . _ _ _	
UNIT OF SIZE:	OZ	_ _ _	
PAIR:	YES	YES	NO

SALES TAX	8608	8609	
APPLICABLE:	YES	YES	NO
INCLUDED:	NO	YES	NO
RATE:	5.0 %	_ _ . _ _ _ %	

DESCRIPTION

8608

8609: ____________________

____

CORRECTIONS

EFFECTIVE DATE: _ _ / _ _ / _ _ TYPE OF PRICE: REGULAR SALE

PRICE: _ _ _ _ _ _ _ . _ _ _ QUANTITY: _ _ _ SIZE: _ _ _ _ . _ _ _ UNIT OF SIZE: _ _ _

PAIR: YES NO

SALES TAX APPLICABLE: YES NO INCLUDED: YES NO RATE: _ _ . _ _ _ %

COLLECTION PERIOD 8609
OUTLET NUMBER 0986457
ACME MARKET
09/02/86 PAGE 5
09/09/86 A316/1440

QUOTE CODE 003

ARRANGING CODE: 006   RESPONDENT: STRAWBERRY SHORTCAKE

LOCATION: AISLE 3

MESSAGES   OTHER   WASHINGTON OFFICE DESIGNATED SEASONAL ELI
PRICE IF AVAILABLE - DO NOT SUBSTITUTE
NOTE AND FILE REVISED CHECKLIST

REFERENCE/SUBSTITUTION PERIOD   AUG - JAN

8608 SEASONAL: YES | IN-SEASON: APR - AUG

8609 YES NO | JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

11041-01D OTHER FRESH FRUITS

- A2 BERRIES
- B4 STRAWBERRIES
- C2 ** OTHER GRADE/GRADE NOT AVAILABLE
- D2 ** MULTI-PACK
- E2 ** WEIGHED ONE MULTI-PACK (QUANTITY IS # OF PACKAGES PRICED)

SPECIFICATION CORRECTIONS AND DOUBLE ASTERISK CHANGES:

_ _ _ _ ____________________

_ _ _ _ ____________________

_ _ _ _ ____________________

8608 ITEM AVAILABILITY: AVAILABLE

8609 AVAILABLE   OUT OF SEASON   TEMP UNAVAIL   INIT INCOMPLETE   PERM UNAVAIL

8609 QUOTE STATUS: SAME ITEM   SUBSTITUTION   REINITIATION   DELETION

8609 FIELD MESSAGE: ____________________

	8608	8609	
PRICE:	1.79	_ _ _ _ _ _ _ . _ _ _	
TYPE OF PRICE:	REGULAR	REGULAR	SALE
QUANTITY:	2	_ _ _	
SIZE:	17.5	_ _ _ _._ _ _	
UNIT OF SIZE:	OZ	_ _ _	
PAIR:	NO	YES	NO

SALES TAX	8608	8609	
APPLICABLE:	YES	YES	NO
INCLUDED:	NO	YES	NO
RATE:	5.0 %	_ _ . _ _ _ %	

DESCRIPTION

8608

8609: ____________________

____

CORRECTIONS

EFFECTIVE DATE: _ _ / _ _ / _ _   TYPE OF PRICE: REGULAR SALE

PRICE: _ _ _ _ _ _ _ . _ _ _   QUANTITY: _ _ _   SIZE: _ _ _ _._ _ _   UNIT OF SIZE: _ _ _

PAIR: YES NO

SALES TAX   APPLICABLE: YES NO   INCLUDED: YES NO   RATE: _ _ . _ _ _ %

****************** END OF SCHEDULE ********************

BUREAU OF LABOR STATISTICS
CONSUMER PRICE INDEX
COMMODITIES AND SERVICES DISAGGREGATION SHEET

U.S. DEPARTMENT OF LABOR

PAGE OF

THE INFORMATION COLLECTED ON THIS FORM BY THE BUREAU OF LABOR STATISTICS WILL BE HELD IN CONFIDENCE AND WILL BE USED FOR STATISTICAL PURPOSES ONLY.

THIS REPORT IS AUTHORIZED BY LAW 29 U.S.C. 2. YOUR VOLUNTARY COOPERATION IS NEEDED TO MAKE THE RESULTS OF THIS SURVEY COMPREHENSIVE, ACCURATE, AND TIMELY.

OMB# 1220-0039
EXP. 4/30/88

OUTLET NUMBER	ELI NUMBER	QUOTE CODE	FIELD REP CODE

LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)

LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)

RANDOM NUMBER TABLE

LINE NO.	NUMBER OF ITEMS FOR SELECTION (1)	(2)	(3)	(4)
1	69	10,60	22,56,89	13,38,63,88
2	57	10,60	12,46,79	23,48,73,98
3	33	44,94	25,59,92	11,36,61,86
4	89	27,77	32,66,99	12,37,62,87

RANKING TABLE

RANK OF ITEMS	NUMBER OF ITEMS RANKED 2	3	4	5	6	7	8	9	10
1	60	50	40	35	30	30	25	25	25
2	40	30	30	25	25	20	20	20	15
3		20	20	20	20	15	15	10	10
4			10	10	10	10	10	10	10
5				10	10	10	10	10	10
6					5	10	10	10	10
7						5	5	5	5
8							5	5	5
9								5	5
10									5

EQUAL PROBABILITY TABLE

NUMBER OF ITEMS	POST IN COL D	POST IN COL E
2	50	50, 100
3	33	33, 67, 100
4	25	25, 50, 75, 100
5	20	20, 40, 60, 80. 100
6	16	17, 33, 50, [illegible] 83, 100
7	14	14, 29, 43, [illegible], 71, 86, 100
8	12	13, 25, 38, 50, 63, 75, 88, 100
9	11	11, 22, 33, 44, 56, 67, 78, 89, 100
10	10	10, 20, 30, 40, 50, 60, 70, 80, 90, 100

BLS 3400A.1 (REVISED MAY 1986)

BUREAU OF LABOR STATISTICS
CONSUMER PRICE INDEX
COMMODITIES AND SERVICES DISAGGREGATION SHEET

U.S. DEPARTMENT OF LABOR

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LIST OF UNITS FOR SELECTION (A)	WORK SPACE (B)	RANK (C)	PERCENT OF SALES (D)	RUNNING TOTAL (E)	SAMPLING PATTERN (F)

RANDOM NUMBER TABLE

LINE NO.	NUMBER OF ITEMS FOR SELECTION (1)	(2)	(3)	(4)
1	69	10,60	22,56,89	13,38,63,88
2	57	10,60	12,46,79	23,48,73,98
3	33	44,94	25,59,92	11,36,61,86
4	89	27,77	32,66,99	12,37,62,87
5	57	32,82	1,35,68	23,48,73,98
6	72	27,77	22,56,89	5,30,55,80
7	65	9,59	18,52,85	14,39,64,89
8	11	31,81	26,60,93	11,36,61,86

RANKING TABLE

RANK OF ITEMS	NUMBER OF ITEMS RANKED 2	3	4	5	6	7	8	9	10
1	60	50	40	35	30	30	25	25	25
2	40	30	30	25	25	20	20	20	15
3		20	20	20	20	15	15	10	10
4			10	10	10	10	10	10	10
5				10	10	10	10	10	10
6					5	10	10	10	10
7						5	5	5	5
8							5	5	5
9								5	5
10									5

EQUAL PROBABILITY TABLE

NUMBER OF ITEMS	POST IN COL D	POST IN COL E
2	50	50, 100
3	33	33, 67, 100
4	25	25, 50, 75, 100
5	20	20, 40, 60, 80, 100
6	16	17, 33, 50, 67, 83, 100
7	14	14, 29, 43, 57, 71, 86, 100
8	12	13, 25, 38, 50, 63, 75, 88, 100
9	11	11, 22, 33, 44, 56, 67, 78, 89, 100
10	10	10, 20, 30, 40, 50, 60, 70, 80, 90, 100

BLS 3400A.2 (REVISED MAY 1986)

BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX - ELI CHECKLIST

collection period: _ _ _ _ outlet number: _ _ _ _ _ _ _ _ _ _ quote code: _ _ _ arranging code: _ _ _

ELI No./ title 02011 WHITE BREAD cluster code 01B

item availability: AVAILABLE ELI NOT SOLD INIT INCOMPLETE

purpose of checklist: INIT INIT COMPLETION SPEC CORR SUB REINIT CHECKLIST REV

CURRENT PERIOD

price _ _ _ _ _ _ _ . _ _ _

type of price: REG SALE

quantity _ _ _

size _ _ _ _ _ . _ _ _ PAIR

unit of size: ____________

diff day YES NO

SALES TAX

applicable: YES NO

included: YES NO

rate: _ _ . _ _ _

description: ____________________
____
____

seasonal: YES NO in-season: JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

respondent: location:

field message:

TYPE
- A1 Regular
- A2 Vienna
- A3 French
- A4 Italian
- A5 Raisin
- A99 Other, ____________

FEATURES
- B1 Buttertop
- C1 Salt free
- D1 Dietetic
- E1 Heat and serve
- F99 With icing, type, ____________
- G99 Other, ____________

CONDITION
- H1 Fresh
- H2 Day old
- H3 Frozen
- H4 Refrigerated
- H99 Other, ____________

PACKAGING
- I1 Pre-packaged
- I2 Not pre-packaged

BRAND
- J98 Store brand, ____________
- J99 Other, ____________

WEIGHT (ENTER EXACT AMOUNT IN SIZE)
- K1 Weight not labeled-weighed one package or loose item
- K2 Weight not labeled-weighed 2 packages (entered PAIR)
- K3 Weight not labeled-weighed 2 loose (entered PAIR)
- K4 Weight not available-leave size blank
- K99 Labeled weight, ____________

OTHER FEATURES
- L99 ____________
- M99 ____________
- N99 ____________

Z99

ELI 02011 01B WHITE BREAD

ELI DEFINITION - All bread made of white wheat flour. White bread may contain small amounts of other flours, meals, grits, or starches in addition to white wheat flour. However, these may not exceed 3 percent of the total flour weight. Any bread that is labeled white meets this definition. Includes French, Italian, and raisin bread and white wheat flour bread dough which is not refrigerated or frozen.

Includes - Fresh, frozen, and refrigerated white bread.

Excludes - Rolls, biscuits, etc. Excludes matzo which is included in ELI 02061. Excludes frozen and refrigerated dough which is included in ELI 02081.

DEFINITIONS

Enriched - Contains a specific amount of three B vitamins (thiamine, riboflavin, and niacin) and iron.

INSTRUCTIONS FOR WEIGHT

A labeled weight should be reported when it is available. When the weight is not labeled, an attempt should be made to weigh the item in the outlet. When the item is pre-packaged weigh one package if you are pricing a multipack; weigh two packages and enter PAIR following weight if you are pricing a single item (individually packaged). A multipack of bread is defined as more than one loaf in a package. If you are pricing a single item but two cannot be weighed due to insufficient stock or respondent resistance, weigh 1 and enter specification element K1. For products which are sold loose, two average-sized units should be weighed with the appropriate result recorded in the size adjunct with a "PAIR" following it. For example, if two units were weighed together with a total weight of 32.6 ounces, the size adjunct would be marked 32.6 PAIR. If no weight is labeled and it is impossible to weigh the items in the store, the K4 specification should be used. This response "weight not available-leave size blank" should only be used as a last resort because bakery product producers commonly change effective price through lowering (or increasing) the baked weight of the product without changing the selling price.

INSTRUCTIONS FOR BRAND - If you are having a problem determining if the item is a store brand, ask the respondent.

DISAGGREGATION SUGGESTIONS - Type, Size, Brand

Bureau of Labor Statistics
Percent of POPS Worksheet
BLS 3400C

U.S. DEPARTMENT OF LABOR

The information collected on this form by the Bureau of Labor Statistics will be held in confidence & will be used for statistical purposes only.

This report is authorized by law 29 U.S.C. 2. Your voluntary cooperation is needed to make the results of this survey comprehensive accurate & timely.

Form Approved
O.M.B. No. 44-R-1601

Outlet Number

Department

Type of Business

Time for Sheet

Non-Response Code

POPS Category
104 CLEANING AND LAUNDRY PRODUCTS, PAPER SUPPLIES, OTHER HOUSEHOLD SUPPLIES

POPS ELI'S & RELATED ITEMS (1)	SAMPLE ELI'S IN (2)	RANK (3)	PERCENT (4)	NO OF DEPARTMENTS WITH LISTED ELI (5)	QUOTE CODE (6)	DO NOT USE (7)
33011 SOAPS AND DETERGENTS						
33012 OTHER LAUNDRY AND CLEANING PRODUCTS						
33031 CLEANSING AND TOILET TISSUE, PAPER TOWELS, NAPKINS						
33051 MISCELLANEOUS HOUSEHOLD PRODUCTS						

* DEFINITIONS ** DEFINITIONS ** DEFINITIONS ** DEFINITIONS ** DEFINITIONS ** DEFINITIONS

POPS 104 CLEANING AND LAUNDRY PRODUCTS, PAPER SUPPLIES, OTHER HOUSEHOLD SUPPLIES

POPS DEFINITION - Detergents, scouring powder, bleach, fabric softener, floor cleaners, bathroom cleaners, ammonia, floor wax, silver and other metal polishes, furniture polish, paper plates, napkins, and towels, waxed paper, paper lunch bags, garbage bags, plastic wrap and bags, vacuum cleaner bags, light bulbs, candles, disposable plastic flatware and glasses, etc., ice, staples for staplers, household insecticides, foil products, toothpicks, toilet paper, matches, oven cleaner, batteries, air freshener, moth balls/crystals, and other household supplies.

ELI DEFINITIONS

SOAPS AND DETERGENTS - Includes soaps and detergents for dishwashing, laundry, and general household use; in both liquid and solid form. Toilet soap and other hand soaps are included in EC 64.

OTHER LAUNDRY AND CLEANING PRODUCTS - Includes laundry products such as bleach, fabric softener, pre-soak, starch, water softener, and fabric dye; cleaning products such as scouring pads, scouring powder, ammonia, oven and window cleaners, bathroom cleaners, spot removers; all types of household waxes and polishes, upholstery and rug cleaners.

CLEANSING AND TOILET TISSUE, PAPER TOWELS, NAPKINS - Includes all sizes and varieties of cleaning tissue, toilet tissue, paper towels and paper napkins.

MISCELLANEOUS HOUSEHOLD PRODUCTS - Includes aluminum foil, waxed paper, plastic wrap, plastic and paper bags, plastic and paper shelf liner, plastic (light-weight, disposable) and paper plates, cups, plastic flatware, ice, air freshener, household insecticides, light bulbs, string, moth balls, toothpicks, matches, charcoal lighter, parafin, batteries (other than vehicle and photographic).

Bureau of Labor Statistics
Percent of POPS Worksheet
BLS 3400C

U.S. DEPARTMENT OF LABOR

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Outlet Number

Department

Type of Business

Time for Sheet

Non-Response Code

POPS Category

POPS ELI'S & RELATED ITEMS (1)	SAMPLE ELI'S IN ____ (2)	RANK (3)	PERCENT (4)	NO OF DEPARTMENTS WITH LISTED ELI (5)	QUOTE CODE (6)	DO NOT USE (7)

FIELD REPRESENTATIVE WORK SPACE

COMMODITIES AND SERVICES TRANSMITTAL CONTROL LIST 2/01/86

MONTHLY OUTLETS

PSU: A433 DENVER-BOULDER
ASSIGNMENT:

COLLECTION PERIOD:

FROM: 2/14/86

TO: 2/22/86

MAILED BY WASH.: / /

RECEIVED IN FIELD: / /

MAILED BY FIELD: / /

RECEIVED IN WASH.: / /

BATCH NUMBER:

OUTLET SEQ	OUTLET NUMBER	PGS	QTS	OUTLET NAME	WSH OUT	FLD IN	FLD OUT	WSH IN
1	9331244	4	16	LIQUOR MART	( )	( )	( )	( )
2	3483732	7	29	MEXACO STATION				
3	5735927	4	19	BEEFY BUTCHERS				

NUMBER OF SCHEDULES: 3
NUMBER OF PAGES: 15
NUMBER OF QUOTES: 64

APPENDIX D. STANDARD OPERATING (SO) FORMS

SO-3	Standard Schedule Transmittal Listing
SO-10	Central Office Arrangements
SO-608A	Information/Clarification Request
SO-610	PSU Assignment/Control Register
SO-611	ELI Assignment List
SO-614	Department/Respondent List
SO-616	Pricing Codes
SO-637	Pricing Period Assignment Record
SO-715	Conversion Tables
SO-725	New Car List
SO-738	Seam Identification Sheet
SO-770	POPS Categories Requiring Percent of POPS Worksheet
SO-1226	Home Maintenance and Repair Illustrations
SO-1237	WODS Nonfood ELIs Worksheet
SO-1238	Shelf Space Worksheet

Bureau of Labor Statistics
Standard Schedule Transmittal Listing

U.S. Department of Labor

1. Survey Identification

2. Survey Area

3. Transmittal Number

4. Payroll Reference

5. Schedule Identification

6. Number of

Establishments ________ Schedules ________

7. Area Transmittals

Complete—
Final Transmittal ☐ Incomplete ☐

8. Date of Transmittal

Month ________ Day ________ Year ________

9. Destination of Schedules

OADPS (Code 52) ☐
DDA (Via RTN) ☐
OFO (Code 51) ☐
Regional Office ( ) ☐

10. Method of Shipment

Golden Pouch ☐ Registered ☐

11. Copies for
Original and 1 carbon—Schedule package ☐
1 carbon—OFO (Code 51) ☐
1 carbon—RO file ☐

12. PAS Code

13. Transmitted by

Comments

Schedule Numbers

SO-3 (Rev. Aug. 1980)

Bureau of Labor Statistics
Central Office Arrangements

U.S. Department of Labor

A. Request for Central Office Contact

1. Name of parent company

2. Central office address

3. Name of subsidiary company *(if different from parent company)*

4. Establishment affected: (a) Designation and location

(b) SIC Code (c) Approximate employment

5. Survey

6. Payroll period

7. Remarks

8. Date transmitted to OSOP

9. Date transmitted to regional office by OSOP

B. Report on Central Office Contact

1. Contact at central office required for: AUTHORIZATION ☐ NOTIFICATION ☐ DATA ONLY ☐

2. Contact at central office not required: ☐

3. Name and address of authorizing official

Telephone No.

4. Name and address of company official to be visited for preparation of schedule

Telephone No.

5. Procedures to be followed in preparation of schedule

6. Date and method used by authorizing official to notify local official of procedures

7. Name of Bureau field representative

Date submitted

8. Date copy transmitted to: Requesting office

OSOP

C. Report on Preparation of Schedule

1. Name and address of company officials visited

2. Dates of visits *(enumerate each date)*

3. Procedures followed

4. Recommendations for future visits and information for office making central office contact

5. Name of Bureau field representative

Date submitted

6. Date copy transmitted to: Office making arrangements

OSOP

SO-10 (Rev. Nov. 1977)

GPO 937-746

Bureau of Labor Statistics
Information/Clarification Request

U.S. Department of Labor

Region	Field Representative Name	Month/Year	Log-In No. *(W.O. Use)*
Schedule No.	Establishment/Outlet Name		Originator ☐W.O. ☐R.O. ☐PSU

Survey *(check one)*

☐**CPI** Survey			☐**PPI** Sample	☐**IPP** Sample
PSU Name and Number		Pricing Period OP =	Industry	ELI
ELI and Cluster Code	Quote Code QC =	Version Code VC =	Quote Code	

Information Requested	**Reply** ☐ No reply requested

Washington Office Use

Originator/Replier	Approval	Reviewer

Field Use ***(when replying)***

Replier

SO-608A (Revised April 1980)

SEE REVERSE SIDE FOR INSTRUCTIONS

U. S. GOVERNMENT PRINTING OFFICE-1984-421-499/2003

```
PSU   A421                                        PSU ASSIGNMENT/CONTROL REGISTER                                   PAGE  1234
1234567  LEONARD'S DEPARTMENT STORE              3468 WESTERN AVE                          LOS ANGLES           CA     92456
        SHOPPING CENTER: GREAT WESTERN PLAZA                               CROSS STREET:  CALLE DEL NORTE
OVERLAP OUTLET CODE: 8568933                                              FIELD REPRESENTATIVE:
WAITING FOR COC?      YES/NO                                                   INTERVIEW CODE:
                                                                             DATE TRANSMITTED:

QUOTE       QUOTE STATUS            ELI AND         POPS     SEASONAL
CODE   INIT      N/A       PEND     CLUSTER CODE    CAT      MONTHS    ELI TITLE

001                                 38044           018      F/W       WOMEN'S ACCESSORIES
002                                 38044           018      S/S       WOMEN'S ACCESSORIES
003                                 36011           027                MEN'S SUITS
004                                 38051           030                WOMEN'S SUITS
005                                 38021           031                WOMEN'S DRESSES
006                                 38021           031                WOMEN'S DRESSES
007                                 38021           031                WOMEN'S DRESSES
008                                 38021           031                WOMEN'S DRESSES
009                                 38011           032      F/W       WOMEN'S COATS AND JACKETS
010                                 38011           032      S/S       WOMEN'S COATS AND JACKETS
011                                 03011           106                GROUND BEEF
012                                 03021           106                CHUCK ROAST
013                                 03031           106                ROUND ROAST
014                                 03041           106                OTHER ROASTS (EXCLUDING CHUCK AND ROUNI)
015                                 03043           106                OTHER BEEF
016                                 03051           106                ROUND STEAK
017                                 03061           106                SIRLOIN STEAK
```

```
 ELI AND
CLUSTER CODE  ELI TITLE                                  OUTLET CODE AND NAME                    NO. OF QUOTES

 01011        FLOUR                                      0177804 FEDMART                                1
                                                         0180536 BAYLESS A J MARKETS INC                1
                                                         0182145 SAFEWAY STORES                         1
                                                         0183498 BAYLESS A J MARKETS INC                1

                                                            TOTAL OUTLETS:   4                  TOTAL QUOTES:   4

 01021        CEREAL                                     0177804 FEDMART                                1
                                                         0180536 BAYLESS A J MARKETS INC                1
                                                         0182145 SAFEWAY STORES                         1
                                                         0183498 BAYLESS A J MARKETS INC                1

                                                            TOTAL OUTLETS:   4                  TOTAL QUOTES:   4

 01031        RICE                                       0177804 FEDMART                                1
                                                         0180536 BAYLESS A J MARKETS INC                1
                                                         0182145 SAFEWAY STORES                         1
                                                         0183498 BAYLESS A J MARKETS INC                1

                                                            TOTAL OUTLETS:   4                  TOTAL QUOTES:   4

 02011        WHITE BREAD                                0177815 FEDMART                                2
                                                         0180252 MARKET SPOT                            2
                                                         0182098 FRY S FOOD STORES                      2
                                                         0183851 OROWHEAT BAKING CO                     2

                                                            TOTAL OUTLETS:   4                  TOTAL QUOTES:   8

 02021        BREAD OTHER THAN WHITE                     0177815 FEDMART                                1
                                                         0180252 MARKET SPOT                            1
                                                         0182098 FRY S FOOD STORES                      1
                                                         0183851 OROWHEAT BAKING CO                     1

                                                            TOTAL OUTLETS:   4                  TOTAL QUOTES:   4

 02031        ROLLS, BISCUITS, MUFFINS (OMITS FROZEN)    0177815 FEDMART                                1
                                                         0180252 MARKET SPOT                            1
                                                         0182098 FRY S FOOD STORES                      1
                                                         0183851 OROWHEAT BAKING CO                     1

                                                            TOTAL OUTLETS:   4                  TOTAL QUOTES:   4

 02041        CAKES, CUPCAKES                            0177815 FEDMART                                1
                                                         0180252 MARKET SPOT                            1
```

BUREAU OF LABOR STATISTICS
CONSUMER PRICE INDEX
DEPARTMENT/RESPONDENT LIST

U.S. DEPARTMENT OF LABOR

OUTLET NUMBER: _ _ _ _ _ _ _ _

OUTLET NAME: _

DEPT CODE	DEPARTMENT NAME	DEPARTMENT RESPONDENT	DEPARTMENT LOCATION
A			
B			
C			
D			
E			
F			
G			
H			
I			
J			
K			
L			
M			
N			
O			
P			
Q			
R			
S			
T			
U			
V			
W			
X			
Y			
Z			

SO 614 (REVISED MAY 1986)

BUREAU OF LABOR STATISTICS U.S. DEPARTMENT OF LABOR
CONSUMER PRICE INDEX
PRICING CODES

TYPE OF INTERVIEW CODES

Enter one of the following interview codes on the facesheet (BLS3400) in the interview code element.

11 - Action taken on at least one (1) quote, field representative can return to the outlet.

12 - No quotes available. (Cancels outlet.)

19 - Unable to price during pricing period.

21 - Refusal. Enter only after contacting the Regional Office. (Cancels outlet.)

22 - Out-of-business. Enter only after contacting the Regional Office. (Cancels outlet.)

23 - Seasonal outlet.

24 - Unable to locate. Enter only after contacting the Regional Office. (Cancels outlet.)

25 - Outside of pricing area. Enter only after contacting the Regional Office. (Cancels outlet.)

26 - Outlet has moved. Enter only after contacting the Regional Office and after Washington Office approval. (Cancels outlet.)

27 - Out-of-scope. Enter only after contacting the Regional Office. (Cancels outlet.)

STANDARD UNIT OF SIZE ABBREVIATIONS

MEASURES OF WEIGHT

LB - Pound(s)

OZ - Ounce(s)

KG - Kilogram(s)

GR - Gram(s)

MEASURES OF VOLUME

OZ - Ounce(s)

HPT - Half-pint(s)

PT - Pint(s)

QT - Quart(s)

HG - Half gallon(s)

GA - Gallon(s)

ML - Millititer(s)

LT - Liter(s)

MEASURES OF ENERGY

THM - Therm(s)

KWH - Kilowatt hours

OTHER MEASURE

NAP - Size not applicable for this item.

CHARACTER LIMITS (SELECTED FIELDS)

Outlet Name	- 35 characters
Outlet Address	- 35 characters
City	- 27 characters
State	- 2 characters
Shopping Center	- 35 characters
Cross Street	- 35 characters
Authorizing Official	- 35 characters
Respondent	- 35 characters
Instructions	- 128 characters
Outlet Message	- 64 characters
Field Message	- 128 characters
Z99/ZZ99	- 64 characters
Sales Tax Description	- 64 characters

DISAGGREGATION OF FIVE OR MORE QUOTES

Use this chart to determine which columns to use on the Random Number Table when disaggregating five (5) or more quotes.

Number of Quotes	Columns to use
5	3, 2
6	3, 3
7	4, 3
8	4, 4
9	4, 3, 2
10	4, 3, 3
11	4, 4, 3
12	4, 4, 4

ITEM AVAILABILITY AND QUOTE STATUS

QUOTE STATUS	ITEM AVAILABILITY AVAILABLE	OUT-OF SEASON	TEMP UNAVAIL	INIT INCOMPLETE	PERM UNAVAIL
SAME ITEM	X	X	X	X	X
SUBSTITUTION	X		X		X
REINITIATION	X	X	X		X
DELETION					X

SO-616 (Revised May 1986)

STANDARD FIELD MESSAGES

When necessary enter one or more of the following standard messages on the pricing form or on the checklist.

F1 - Reason for price change unavailable because ____________________.

F2 - Price change primarily due to change in cost of merchandise or materials to retailer.

F3 - Price change due mainly to change in costs for labor or overhead expenses at retail level.

F4 - Price change primarily due to competition.

F5 - Last regular price was __________; date of last regular price was _____.

F6 - See SO-608A.

F7 - Bonus of ______________ offered.

F8 - Bonus of ______________ terminated.

F9 - Quantity change verified.

F10 - Size change verified.

F11 - Verified item(s) weighed; same weight as previous collection period.

STANDARD COMMODITY MESSAGES

C1 - Description incomplete. Please enter ________________ as specification correction.

C2 - Explain price change from _______ in period ______ to ________ in period _______.

C3 - Verify specification element ______.

C4 - The specification currently printed for this item requires that the item be weighed; if specification does not change, please weigh.

C5 - Explain tax change from _______ in period _______ to _______ in period _______.

C6 - See SO-608A.

C7 - Enter regular price in field message if item is still on sale.

C8 - Component prices do not add to total. Please check.

PERCENT OF POPS NON-RESPONSE CODES

Enter one of the following codes on the BLS3400C, Percent of POPS Worksheet, to explain the reason percent of POPS information is not reported.

990 - Respondent doesn't know

991 - Respondent refuses to cooperate

992 - POPS Category not available

999 - Other non-response

DISAGGREGATION METHOD IDENTIFICATION CODES

Enter one or more of the following codes on the disaggregation worksheet to identify which disaggregation method was used for each stage of disaggregation.

P - Percent of Dollar Volume Sales

R - Ranking

RP - Ranking and the respondent adjusts the percentages

S - Shelf space

E - Equal Probability

V - Dollar Volume Seller

SUGGESTED ABBREVIATIONS

ALWAYS	ALW
AT, FOR	@
AMOUNT	AMT
AVERAGE	AVG
BEEN	BN
CHECKLIST	CHKLT
COMPARABLE	COMP
CORRECT	CORR
DECREASE	DEC
DELETE	DEL
ERROR	ERR
FIELD REPRESENTATIVE	FR
INCLUDE	INCL
INCORRECT	INCORR
INCREASE	INC
LOWER	LW
NOT APPLICABLE	NAP
NOT AVAILABLE	N/A OR NA
NEVER	NEV
PRICE	PR
PRICING PERIOD	PP
QUOTE	QC
QUANTITY	QTY
REBATE	REB
SHOULD	SHD
SHOULD HAVE BEEN	SHB
SUBSTITUTE	SUB
TEMPORARY	TEMP
UNAVAILABLE	UNAVL
WITH	W/
WITHOUT	W/O
WRONG	WRG
YEAR	YR

PSU L104 PRICING PERIOD ASSIGNMENT LIST SO-637 PAGE 1234

OUTLET NUMBER	OUTLET NAME/ADDRESS		INTERVIEW CODE	PRICING PERIOD	ASSIGNMENT NUMBER
0107230	WARING BUYRITE 6190 E RIDGE ST WESLEY	NY 14616			
0107252	EMPIRE STATE STORE 45 EMPIRE HWY BARRINGTON	NY 14612			
0107332	CULVER RIDGE SUPER MARKET 2255 CULVER RIDGE RD CULVER RIDGE	NY 14580			
0107365	STARKEY APPLIANCES 3218 FOUNDERS RD BARRINGTON	NY 14608			
0107401	SPRING LAKE MOTORS 567 SPRING LAKE RD SPRING LAKE	NY 14604			
0107412	COUNTESS COSMETICS 214 BLAKE LANE BARRINGTON	NY 14626			
0107489	MICHAEL'S BARBER SHOP 346 KINDER RD SPRING LAKE	NY 14615			
0107525	BILL'S BAKERY AND GORMET SHOP 7505 HILTON RD BARRINGTON	NY 14608			
0107569	STEAD, W L DDS 2983 CENTER ST CULVER RIDGE	NY 14626			
0107580	JON'S SPA AND HEALTH RESORT 579 GREYSTONE ST SPRING LAKE	NY 14580			
0107591	MURPHY'S FASHIONS 653 KEY ST BARRINGTON	NY 14626			

Bureau of Labor Statistics
Conversion Table

U.S. Department of Labor

Volume to Ounces

1/2 pint = 8 oz.
1 pint = 16 oz.
1 quart = 32 oz.
1/2 gallon = 64 oz.
1 gallon = 128 oz.

Pounds to Ounces

1/4 lb. = 4 oz.
1/2 lb. = 8 oz.
3/4 lb. = 12 oz.
1 lb. = 16 oz.
1½ lb. = 24 oz.
2 lb. = 32 oz.
2½ lb. = 40 oz.
3 lb. = 48 oz.
3½ lb. = 56 oz.
4 lb. = 64 oz.
4½ lb. = 72 oz.
5 lb. = 80 oz.

Fractions to Decimals

1/16 oz. = .063 oz.
1/8 oz. = .125 oz.
3/16 oz. = .188 oz.
1/4 oz. = .250 oz.
5/16 oz. = .313 oz.
3/8 oz. = .375 oz.
7/16 oz. = .438 oz.
1/2 oz. = .500 oz.
9/16 oz. = .563 oz.
5/8 oz. = .625 oz.
11/16 oz. = .688 oz.
3/4 oz. = .750 oz.
13/16 oz. = .813 oz.
7/8 oz. = .875 oz.
15/16 oz. = .938 oz.

ALCOHOLIC BEVERAGES

Conversion to Ounces

Tenth gallon = 12.8 oz.
Fifth gallon = 25.6 oz.
Magnum = 51.2 oz.

Metric Sizes/Wine

100 ml. = 3.381 oz.
187 ml. = 6.323 oz.
375 ml. = 12.680 oz.
750 ml. = 25.361 oz.
1 liter = 33.814 oz.
1.5 liter = 50.722 oz.
3.0 liter = 101.443 oz.

Metric Sizes/Distilled Spirits

50 ml. = 1.691 oz.
200 ml. = 6.763 oz.
500 ml. = 16.907 oz.
750 ml. = 25.361 oz.
1 liter = 33.814 oz.
1.75 liter = 59.175 oz.

A HANDY METRIC CONVERSION TABLE

To Change	*To*	*Multiply By*	*To Change*	*To*	*Multiply By*
centimeters	inches	0.394	inches	centimeters	2.540
meters	feet	3.281	feet	centimeters	30.480
meters	yards	1.094	yards	meters	0.914
square centimeters	square inches	0.155	square inches	square centimeters	6.452
square meters	square yards	1.196	square feet	square meters	0.093
square kilometers	square miles	0.386	square yards	square meters	0.836
grams	ounces	0.035	ounces	grams	28.350
kilograms	pounds	2.205	pounds	kilograms	0.454
milliliters	fluid ounces	0.034	teaspoon	milliliters	4.929
liters	pints	2.114	tablespoons	milliliters	14.787
liters	quarts	1.057	fluid ounces	milliliters	29.573
liters	gallons	0.264	cups	liters	0.237
cubic meters	cubic feet	35.316	pints	liters	0.473
cubic meters	cubic yards	1.308	quarts	liters	0.946
			gallons	liters	3.784
			cubic feet	cubic meters	0.028
			cubic yards	cubic meters	0.765

SO-715 September 1977

Pounds to Ounces Conversion Table

Lbs.
.01 lbs. = .16 ozs.
.02 lbs. = .32 ozs.
.03 lbs. = .48 ozs.
.04 lbs. = .64 ozs.
.05 lbs. = .8 ozs.
.06 lbs. = .96 ozs.
.07 lbs. = 1.12 ozs.
.08 lbs. = 1.28 ozs.
.09 lbs. = 1.44 ozs.

.1 lbs. = 1.6 ozs.
.11 lbs. = 1.76 ozs.
.12 lbs. = 1.92 ozs.
.13 lbs. = 2.08 ozs.
.14 lbs. = 2.24 ozs.
.15 lbs. = 2.4 ozs.
.16 lbs. = 2.56 ozs.
.17 lbs. = 2.72 ozs.
.18 lbs. = 2.88 ozs.
.19 lbs. = 3.04 ozs.

.2 lbs. = 3.2 ozs.
.21 lbs. = 3.36 ozs.
.22 lbs. = 3.52 ozs.
.23 lbs. = 3.68 ozs.
.24 lbs. = 3.84 ozs.
.25 lbs. = 4. ozs.
.26 lbs. = 4.16 ozs.
.27 lbs. = 4.32 ozs.
.28 lbs. = 4.48 ozs.
.29 lbs. = 4.64 ozs.

.3 lbs. = 4.8 ozs.
.31 lbs. = 4.96 ozs.
.32 lbs. = 5.12 ozs.
.33 lbs. = 5.28 ozs.
.34 lbs. = 5.44 ozs.
.35 lbs. = 5.6 ozs.
.36 lbs. = 5.76 ozs.
.37 lbs. = 5.92 ozs.
.38 lbs. = 6.08 ozs.
.39 lbs. = 6.24 ozs.

.4 lbs. = 6.4 ozs.
.41 lbs. = 6.56 ozs.
.42 lbs. = 6.72 ozs.
.43 lbs. = 6.88 ozs.
.44 lbs. = 7.04 ozs.
.45 lbs. = 7.2 ozs.
.46 lbs. = 7.36 ozs.
.47 lbs. = 7.52 ozs.
.48 lbs. = 7.68 ozs.
.49 lbs. = 7.84 ozs.

.5 lbs. = 8. ozs.

Lbs.
.51 lbs. = 8.16 ozs.
.52 lbs. = 8.32 ozs.
.53 lbs. = 8.48 ozs.
.54 lbs. = 8.64 ozs.
.55 lbs. = 8.8 ozs.
.56 lbs. = 8.96 ozs.
.57 lbs. = 9.12 ozs.
.58 lbs. = 9.28 ozs.
.59 lbs. = 9.44 ozs.

.6 lbs. = 9.6 ozs.
.61 lbs. = 9.76 ozs.
.62 lbs. = 9.92 ozs.
.63 lbs. = 10.08 ozs.
.64 lbs. = 10.24 ozs.
.65 lbs. = 10.4 ozs.
.66 lbs. = 10.56 ozs.
.67 lbs. = 10.72 ozs.
.68 lbs. = 10.88 ozs.
.69 lbs. = 11.04 ozs.

.7 lbs. = 11.2 ozs.
.71 lbs. = 11.36 ozs.
.72 lbs. = 11.52 ozs.
.73 lbs. = 11.68 ozs.
.74 lbs. = 11.84 ozs.
.75 lbs. = 12. ozs.
.76 lbs. = 12.16 ozs.
.77 lbs. = 12.32 ozs.
.78 lbs. = 12.48 ozs.
.79 lbs. = 12.64 ozs.

.8 lbs. = 12.8 ozs.
.81 lbs. = 12.96 ozs.
.82 lbs. = 13.12 ozs.
.83 lbs. = 13.28 ozs.
.84 lbs. = 13.44 ozs.
.85 lbs. = 13.6 ozs.
.86 lbs. = 13.76 ozs.
.87 lbs. = 13.92 ozs.
.88 lbs. = 14.08 ozs.
.89 lbs. = 14.24 ozs.

.9 lbs. = 14.4 ozs.
.91 lbs. = 14.56 ozs.
.92 lbs. = 14.72 ozs.
.93 lbs. = 14.88 ozs.
.94 lbs. = 15.04 ozs.
.95 lbs. = 15.2 ozs.
.96 lbs. = 15.36 ozs.
.97 lbs. = 15.52 ozs.
.98 lbs. = 15.68 ozs.
.99 lbs. = 15.84 ozs.

1.00 lb. = 16 ozs.

Bureau of Labor Statistics
1986 New Car List

U.S. DEPARTMENT OF LABOR

SPECIAL INSTRUCTIONS FOR SUBSTITUTING TO 1986 MODELS

For all domestic 1985 nameplates other than those listed below, substitute to the 1986 model of the same nameplate. For the 1985 models listed below, substitute as designated.

1985 Model	1986 Model Substitution
Ford LTD (03B)	Ford Taurus (03B)
Mercury Marquis (03B)	Mercury Sable (03B)
Chevrolet Citation II (02B)	Most comparable model in cluster 02B
Buick Skylark X-Car (02B)	Buick Skylark N-Car (02B)
Ford EXP (OIE)	Most comparable model in cluster 01E

All domestic and imported new cars are eligible for selection. Please enter the appropriate Country Where Assembled (BT) specification element for all quotes.

CLUSTER 01E SUBCOMPACT

MAKE	MODEL NAME	BT
AMC/Renault	Alliance	BT1
AMC/Renault	Encore	BT1
Chevrolet	Chevette	BT1
Chevrolet	Nova	BT1
Chevrolet	Spectrum	BT3
Chevrolet	Sprint	BT3
Dodge	Charger	BT1
Dodge	Colt	BT3
Dodge	Omni	BT1
Ford	Escort	BT1 or BT2
Honda	Civic	BT3
Hyundai	Excel	BT4
Isuzu	I-Mark	BT3
Mazda	GLC	BT3
Mercury	Lynx	BT1 or BT2
Mitsubishi	Cordia	BT3
Mitsubishi	Mirage	BT3
Mitsubishi	Tredia	BT3
Nissan/Datsun	Pulsar	BT3
Nissan/Datsun	Sentra	BT1 or BT3
Plymouth	Colt	BT3
Plymouth	Horizon	BT1
Plymouth	Turismo	BT1
Pontiac	1000	BT1
Subaru	all	BT3
Toyota	Corolla	BT3
Toyota	Tercel	BT3
Volkswagen	Cabriolet	BT5
Volkswagen	Golf	BT1
Volkswagen	GTI	BT1 or BT5
Volkswagen	Jetta	BT5
Yugo	all	BT5

CLUSTER 02B COMPACT OR SPORTY

MAKE	MODEL NAME	BT
AMC/Renault	Eagle	BT1 or BT2
Buick	Skyhawk	BT1
Buick	Skylark	BT1
Buick	Somerset Regal	BT1
Cadillac	Cimarron	BT1
Chevrolet	Camaro	BT1
Chevrolet	Cavalier	BT1
Chrysler	Laser	BT1
Chrysler	Lebaron	BT1
Dodge	Aries	BT1 or BT6
Dodge	Conquest	BT3
Dodge	Daytona	BT1
Ford	Mustang	BT1
Ford	Tempo	BT1 or BT2
Honda	Accord	BT1 or BT3
Honda	Prelude	BT3
Isuzu	Impulse	BT3
Mazda	RX-7	BT3
Mazda	626	BT3
Mercury	Capri	BT1
Mercury	Topaz	BT1 or BT2
Mitsubishi	Galant	BT3
Mitsubishi	Starion	BT3
Nissan/Datsun	Stanza	BT3
Nissan/Datsun	200SX	BT3
Oldsmobile	Cutlass Calais	BT1
Oldsmobile	Firenza	BT1
Plymouth	Conquest	BT3
Plymouth	Reliant	BT1 or BT6

LIST CONTINUED ON REVERSE

All domestic and imported models are eligible for pricing. Please enter the appropriate Country Where Assembled (BT) specification element for all quotes.

CLUSTER 02B COMPACT OR SPORTY (cont.)

MAKE	MODEL NAME	BT
Pontiac	Fiero	BT1
Pontiac	Firebird	BT1
Pontiac	Grand Am	BT1
Pontiac	Sunbird	BT1
Renault	Fuego	BT5
Renault	Sportwagon	BT5
Toyota	Camry	BT3
Toyota	Celica	BT3
Toyota	MR2	BT3
Volkswagen	Scirocco	BT5

CLUSTER 03B INTERMEDIATE

MAKE	MODEL NAME	BT
Audi	4000S	BT5
Buick	Century	BT1
Buick	Regal	BT1
Chevrolet	Celebrity	BT1 or BT2
Chevrolet	Monte Carlo	BT1
Chrysler	Lebaron GTS	BT1
Chrysler	New Yorker	BT1
Dodge	Lancer	BT1
Dodge	600	BT1
Ford	Taurus	BT1
Ford	Thunderbird	BT1
Mercury	Cougar	BT1
Mercury	Sable	BT1
Nissan/Datsun	Maxima	BT3
Oldsmobile	Cutlass Ciera	BT1 or BT2
Oldsmobile	Cutlass Supreme	BT1 or BT2
Peugeot	505	BT5
Plymouth	Caravelle	BT1
Pontiac	Bonneville	BT1 or BT2
Pontiac	Grand Prix	BT1 or BT2
Pontiac	6000	BT1 or BT2
Saab	900	BT5
Toyota	Cressida	BT3
Volkswagen	Quantum	BT5
Volvo	240 Series (DL, GL, GLT)	BT5 or BT2

CLUSTER 04B FULL SIZE

MAKE	MODEL NAME	BT
Buick	LeSabre	BT1
Chevrolet	Caprice	BT1 or BT2
Chrysler	Fifth Avenue	BT1
Dodge	Diplomat	BT1
Ford	LTD Crown Vic.	BT1 or BT2
Mercury	Grand Marquis	BT1 or BT2
Oldsmobile	Delta 88	BT1
Plymouth	Gran Fury	BT1
Pontiac	Parisienne	BT1 or BT2

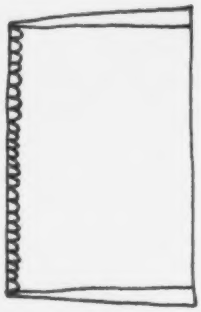
CLUSTER 05B LUXURY OR STATUS

MAKE	MODEL NAME	BT
Alfa Romeo	all	BT5
Audi	Coupe GT	BT5
Audi	5000S	BT5
Avanti	Avanti	BT1
BMW	all	BT5
Buick	Electra	BT1
Buick	Riviera	BT1
Cadillac	all except Cimarron	BT1
Chevrolet	Corvette	BT1
Ferrari	all	BT5
Jaguar	all	BT5
Lincoln	all	BT1
Maserati	all	BT5
Mercedes-Benz	all	BT5
Merkur	all	BT5
Nissan/Datsun	300ZX	BT3
Oldsmobile	Toronado	BT1
Oldsmobile	98	BT1
Porsche	all	BT5
Saab	9000	BT5
Toyota	Supra	BT3
Volvo	740 Series	BT5
Volvo	760 Series	BT5

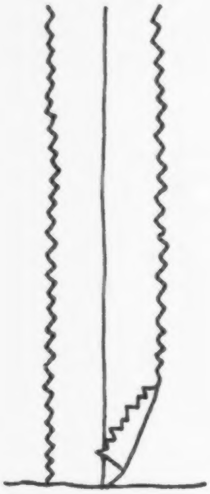
Bureau of Labor Statistics
Seam Identification Sheet

U.S. Department of Labor

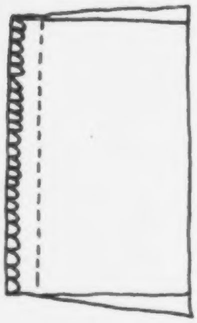
Overlock (also called Overedge or Overcast) Seam:
Seam is formed by loops sewn over the raw edges on the inside of the garment. No stitches are visible on outside of garment.



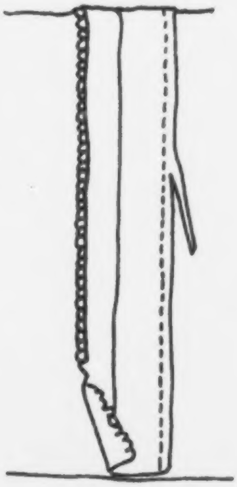
Pinked Seam:
Edge of seam allowance is cut with a serrated edge to reduce tendency of the material to ravel.



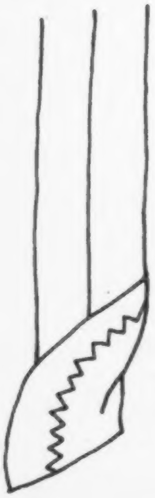
Safety Stitched Seam:
Consists of two independent rows of stitching, both on inside of garment. A plain row of stitching forms the seam and an overedge stitch loops over the raw edges. No stitches are visible on outside of garment.



Serged:
Seam is pressed open and row of stitching is made close to edge of each seam allowance. Then an overcast stitch is made using row of stitching as a guide. Common seam found everywhere.

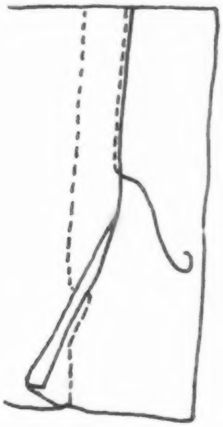


Book Seam:
Seam is pressed open and each raw edge is turned under and stitched down. Usually found in sport jackets and suit jackets.

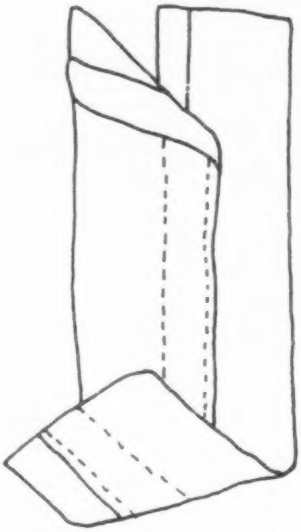


Flat Fell Seams:

1. Single-needle:
   Requires greater number of steps to construct than double-needle seam. Seams stitched independently with single needle. No raw edges. Will show two rows of stitches on one side and one row of stitches on other side. Made by joining and stitching two edges of fabric on **right** side, one edge then cut close to seam, other edge folded over cut edge and both pressed flat, then stitched.

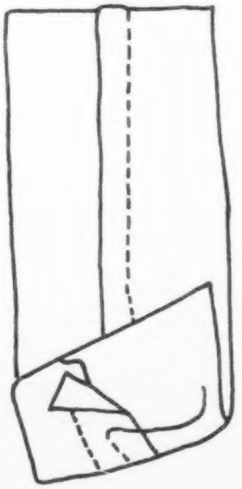


2. Double-needle:
   Seam shows two rows of stitches on both sides. Seam constructed with two needles stitching simultaneously. No raw edges. Found on men's shirts and on jeans.



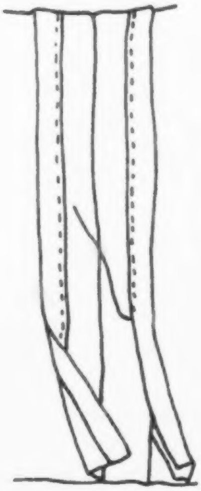
Welt Seam:

Shows two rows of stitches and one raw edge on wrong side; one row of stitches on right side. Plain seam stitched on **wrong** side, one seam edge cut away to within ¼ inch of stitching, other edge pressed over cut edge to conceal it, and second row of stitching added on right side to catch the normal seam. Found on many types of clothing, especially where bulk is not desirable.



Bound Edge:

Each raw edge of seam is encased in tape (often double fold bias tape). Found in heavy, bulky, easily frayed fabrics, especially in unlined jackets or coats.



BUREAU OF LABOR STATISTICS
CONSUMER PRICE INDEX
U.S. DEPARTMENT OF LABOR

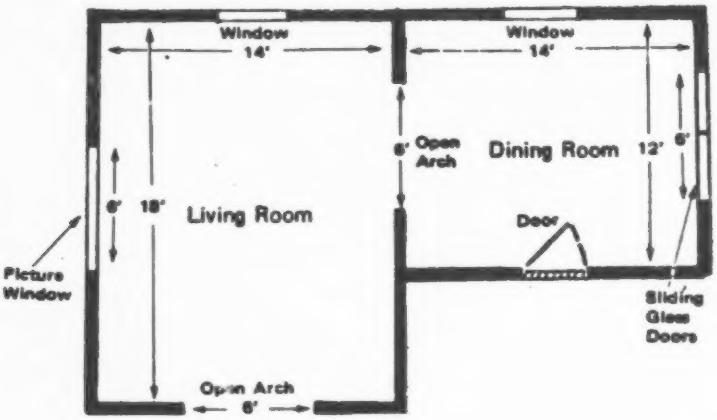
POPS CATEGORIES REQUIRING PERCENT OF POPS WORKSHEET

POPS CATEGORY	TITLE
002	OVER-THE-COUNTER DRUGS, MEDICINES AND MEDICAL SUPPLIES
006	LAUNDRY AND DRY CLEANING, NOT COIN-OPERATED
007	LAUNDRY AND DRY CLEANING, SELF SERVICE
012	WHISKEY AND OTHER LIQUORS FOR HOME USE
014	ALCOHOLIC BEVERAGES PURCHASED IN RESTAURANTS AND BARS
024	HOUSEHOLD LINENS
025	DINNERWARE, GLASSWARE, FLATWARE, AND SERVING PIECES
026	INDOOR/OUTDOOR PLANTS AND GARDEN SUPPLIES
035	BOYS' CLOTHING AND ACCESSORIES
037	GIRLS' CLOTHING AND ACCESSORIES
039	INFANTS' AND TODDLERS' CLOTHING AND ACCESSORIES
042	REPAIR OF HOUSEHOLD APPLIANCES, EXCEPT RADIO, TV, SOUND EQUIPMENT
043	MAJOR HOUSEHOLD APPLIANCES
044	SMALL ELECTRIC APPLIANCES FOR KITCHEN, PERSONAL CARE, ETC
045	SOFT SURFACE FLOOR COVERING
046	WINDOW AND FURNITURE COVERINGS, UPHOLSTERY, DECORATIVE PILLOWS
049	RADIOS, TAPE RECORDERS/PLAYERS, AND PHONOGRAPHS
053	PICTURES, MIRRORS, CLOCKS, AND OTHER HOME DECORATIONS
054	HOUSEHOLD FURNITURE
059	HOSPITAL CARE
065	BICYCLES, BICYCLE PARTS AND ACCESSORIES, AND BICYCLE REPAIR
067	SPORTS EQUIPMENT, INCLUDING UNPOWERED SPORTS VEHICLES
069	INFANTS' FURNITURE AND EQUIPMENT
070	PATIO, PORCH, OTHER OUTDOOR FURNITURE AND EQUIPMENT
072	HARD SURFACE FLOORING AND FLOOR COVERING
076	NONELECTRIC COOKWARE, KITCHEN UTENSILS, LAUNDRY AND CLEANING EQUIPMENT, CLOSET STORAGE ITEMS
077	AUTOMOTIVE REPAIR TO ENGINE AND RELATED EQUIPMENT
078	MISCELLANEOUS AUTOMOTIVE REPAIR, MAINTENANCE, SERVICING
079	AUTOMOTIVE PARTS, ACCESSORIES, AND PRODUCTS, EXCLUDING TIRES
082	FISH AND SEAFOOD
083	PROCESSED FRUITS AND VEGETABLES
084	FATS, OILS, PEANUT BUTTER, SALAD DRESSINGS, DAIRY PRODUCT SUBSTITUTES
085	SUGAR AND OTHER SWEETS, FOR HOME USE

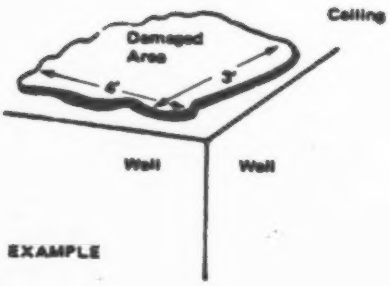
POPS CATEGORY	TITLE
086	COFFEE, TEA, FRUIT FLAVORED DRINKS, OTHER NONCARBONATED BEVERAGES
087	APPAREL AND ACCESSORY ALTERATION, REPAIR, AND RENTAL
088	WATCHES, JEWELRY, AND REPAIR
101	GASOLINE AND OTHER VEHICLE FUELS
102	TOBACCO PRODUCTS
103	PERSONAL CARE ITEMS
104	CLEANING AND LAUNDRY PRODUCTS, PAPER SUPPLIES, OTHER HOUSEHOLD SUPPLIES
105	BAKERY PRODUCTS
106	MEATS AND POULTRY
107	DAIRY PRODUCTS, INCLUDING EGGS
108	FRESH FRUITS AND VEGETABLES
109	CARBONATED BEVERAGES FOR HOME USE
110	MISCELLANEOUS PREPARED FOODS, CEREALS, CONDIMENTS, AND SEASONINGS
111	MEALS IN RESTAURANTS, CAFETERIAS, CARRYOUTS, DRIVE-INS
117	SOCKS, UNDERWEAR, SLEEPWEAR, AND BATHROBES FOR MEN
120	SEPARATES AND COORDINATES FOR WOMEN
123	SEWING MATERIALS AND NOTIONS
126	FILM AND FILM PROCESSING
127	MATERIALS, AND SUPPLIES FOR MAJOR HOME REPAIRS
129	HARDWARE ITEMS, HAND TOOLS, AND OTHER MATERIALS FOR MINOR HOME REPAIRS
304	HOUSING AT SCHOOL (EXCLUDING BOARD)
307	HOMEOWNERS' AND TENANTS' INSURANCE
308	UTILITY NATURAL GAS SERVICE
310	FUEL OIL, KEROSENE, BOTTLED OR TANK GAS, COAL, AND WOOD
311	ELECTRONIC EQUIPMENT FOR NON-BUSINESS USE IN THE HOME
313	LONG DISTANCE TELEPHONE SERVICE
334	BANK SERVICES
355	BOOKS PURCHASED THROUGH BOOK CLUBS AND SETS OF REFERENCE BOOKS
363	DOMESTIC HOUSEHOLD SERVICES

Use the following illustrations when pricing ELI 23011, Inside Home Maintenance and Repair, Group A clusters.

GROUP A - CLUSTER 01A - INSIDE PAINTING AND/OR PAPERING (PAGE 177-6)


Window
14'
Window
14'
6'
Open Arch
Dining Room
12'
6'
6'
18'
Living Room
Door
Picture Window
Sliding Glass Doors
Open Arch
6'

GROUP A - CLUSTER 03A - PLASTER OR DRYWALL REPAIR (PAGE 177-9)


Ceiling
Damaged Area
4'
3'
Wall
Wall
EXAMPLE

BUREAU OF LABOR STATISTICS
CONSUMER PRICE INDEX
WODS NONFOOD ELIS WORKSHEET

U.S. DEPARTMENT OF LABOR

OUTLET NUMBER	ELI NUMBER AND TITLE

FALL/WINTER QUOTE (F/W)

QUOTE CODE(S): ___ ___ ___   ___ ___ ___

___ ___ ___   ___ ___ ___

1) SELLING SEASON:
(SPAN OF MONTHS DURING WHICH OUTLET NORMALLY SELLS F/W ITEMS IN THIS ELI.)

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Number of Months in Selling Season
___	___	___	___	___	___	___	___	___	___	___	___	________

2) INITIATION WINDOW:
(SPAN OF MONTHS DURING WHICH THE F/W QUOTE(S) IN THIS OUTLET MAY BE INITIATED.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

3) REFERENCE PERIOD:
(THE TIME FRAME ON WHICH SALES DATA USED FOR DISAGGREGATION OF F/W QUOTE IS BASED. REFERENCE PERIOD = PERIOD FROM FIRST MONTH OF SELLING SEASON TO DAY OF INITIATION.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

SPRING/SUMMER QUOTE (S/S)

QUOTE CODE(S): ___ ___ ___   ___ ___ ___

___ ___ ___   ___ ___ ___

4) SELLING SEASON:
(SPAN OF MONTHS DURING WHICH OUTLET NORMALLY SELLS S/S ITEMS IN THIS ELI.)

JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	Number of Months in Selling Season
___	___	___	___	___	___	___	___	___	___	___	___	________

5) INITIATION WINDOW:
(SPAN OF MONTHS DURING WHICH THE S/S QUOTE(S) IN THIS OUTLET MAY BE INITIATED.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

6) REFERENCE PERIOD:
(THE TIME FRAME ON WHICH SALES DATA USED FOR DISAGGREGATION OF S/S QUOTE IS BASED. REFERENCE PERIOD = PERIOD FROM FIRST MONTH OF SELLING SEASON TO DAY OF INITIATION.)

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

DESIGNATION OF ACCEPTABLE MONTHS FOR INITIATION OF QUOTES IN NONFOOD SEASONAL ELI'S:

SELLING SEASON (# of months)	INITIATION WINDOW (specific months)
1	1
2	1,2
3	2,3
4	2,3
5	2,3,4
6	3,4,5
7	3,4,5,6
8	3,4,5,6,7
9	3,4,5,6,7,8
10	3,4,5,6,7,8,9
11	3,4,5,6,7,8,9,10
12	1,2,3,4,5,6,7,8,9,10,11,12

SO-1237 (May 1986)

BUREAU OF LABOR STATISTICS
CONSUMER PRICE INDEX
COMMODITIES AND SERVICES SHELF SPACE WORKSHEET

U.S. DEPARTMENT OF LABOR

PAGE OF

OUTLET NUMBER	ELI NUMBER	QUOTE CODE	FIELD REP CODE

LIST OF UNITS FOR SELECTION	DISPLAY SPACE	UNIT PRICE HIGH	UNIT PRICE LOW	UNIT PRICE MIDPOINT $\frac{\text{HIGH + LOW}}{2}$	DOLLAR SALES FOR UNIT	PERCENT OF SALES

TOTAL:

DOLLAR SALES FOR UNIT = DISPLAY SPACE X MIDPOINT UNIT PRICE

TO DETERMINE IF UNIT PRICE MULTIPLICATION IS NECESSARY:

$$\frac{\text{HIGH MIDPOINT UNIT PRICE - LOW MIDPOINT PRICE}}{\text{HIGH MIDPOINT UNIT PRICE}} = \_\_\_\_\_$$

(IF .10 OR LESS, DISPLAY SPACE MAY BE USED DIRECTLY FOR DOLLAR SALES FOR UNIT.)

LIST OF UNITS FOR SELECTION	DISPLAY SPACE	UNIT PRICE HIGH	UNIT PRICE LOW	UNIT PRICE MIDPOINT $\frac{\text{HIGH + LOW}}{2}$	DOLLAR SALES FOR UNIT	PERCENT OF SALES

TOTAL:

DOLLAR SALES FOR UNIT = DISPLAY SPACE X MIDPOINT UNIT PRICE

TO DETERMINE IF UNIT PRICE MULTIPLICATION IS NECESSARY:

$$\frac{\text{HIGH MIDPOINT UNIT PRICE - LOW MIDPOINT PRICE}}{\text{HIGH MIDPOINT UNIT PRICE}} = \_\_\_\_\_$$

(IF .10 OR LESS, DISPLAY SPACE MAY BE USED DIRECTLY FOR DOLLAR SALES FOR UNIT.)

SO-1238 (May 1986)

APPENDIX E. ECs, ELIs, AND POPS CATEGORIES

E.1 ECs and ELIs

E.2 POPS Categories

E.3 POPS Categories Requiring Percent of POPS Worksheet (SO-770)

EC'S and ELI's

		POPS CATEGORY	PRICED MONTHLY
EC 01	CEREALS AND CEREAL PRODUCTS	110	
01011	FLOUR		X
01012	PREPARED FLOUR MIXES		X
01021	CEREAL		X
01031	RICE		X
01032	MACARONI, SIMILAR PRODUCTS, AND CORNMEAL		X
EC 02	BAKERY PRODUCTS	105	
02011	WHITE BREAD		X
02021	BREAD OTHER THAN WHITE		X
02022	ROLLS, BISCUITS, MUFFINS (EXCLUDING FROZEN)		X
02041	CAKES AND CUPCAKES (EXCLUDING FROZEN)		X
02042	COOKIES		X
02061	CRACKERS		X
02062	BREAD AND CRACKER PRODUCTS		X
02063	SWEETROLLS, COFFEE CAKE AND DOUGHNUTS (EXCLUDING FROZEN)		X
02064	FROZEN BAKERY PRODUCTS & FROZEN/REFRIGERATED DOUGHS AND BATTERS		X
02065	PIES, TARTS, TURNOVERS (EXCLUDING FROZEN)		X
EC 03	BEEF AND VEAL	106	
03011	GROUND BEEF		X
03021	CHUCK ROAST		X
03031	ROUND ROAST		X
03041	OTHER ROASTS (EXCLUDING CHUCK AND ROUND)		X
03042	OTHER STEAK (EXCLUDING ROUND AND SIRLOIN)		X
03043	OTHER BEEF		X
03051	ROUND STEAK		X
03061	SIRLOIN STEAK		X
EC 04	PORK	106	
04011	BACON		X
04021	PORK CHOPS		X
04031	HAM (EXCLUDING CANNED)		X
04032	CANNED HAM		X
04041	PORK ROASTS, PICNICS, OTHER PORK		X
04042	PORK SAUSAGE		X
EC 05	OTHER MEATS	106	
05011	FRANKFURTERS		X
05012	BOLOGNA, LIVERWURST, SALAMI		X
05013	OTHER LUNCHMEATS (EXCLUDING BOLOGNA, LIVERWURST, SALAMI)		X
05014	LAMB, ORGAN MEATS, AND GAME		X

EC'S and ELI's

	POPS CATEGORY	PRICED MONTHLY
EC 06 POULTRY	106	
06011 FRESH WHOLE CHICKEN		X
06021 FRESH OR FROZEN CHICKEN PARTS		X
06031 OTHER POULTRY		X
EC 07 FISH AND SEAFOOD	082	
07011 CANNED FISH OR SEAFOOD		X
07021 SHELLFISH (EXCLUDING CANNED)		X
07022 FISH (EXCLUDING CANNED)		X
EC 08 EGGS	107	
08011 EGGS		X
EC 09 FRESH MILK AND CREAM	107	
09011 FRESH WHOLE MILK		X
09021 OTHER FRESH MILK AND CREAM		X
EC 10 PROCESSED DAIRY PRODUCTS	107	
10011 BUTTER		X
10012 OTHER DAIRY PRODUCTS		X
10021 CHEESE		X
10041 ICE CREAM AND RELATED PRODUCTS		X
EC 11 FRESH FRUITS	108	
11011 APPLES		X
11021 BANANAS		X
11031 ORANGES		X
11041 OTHER FRESH FRUITS		X
EC 12 FRESH VEGETABLES	108	
12011 POTATOES		X
12021 LETTUCE		X
12031 TOMATOES		X
12041 OTHER FRESH VEGETABLES		X
EC 13 PROCESSED FRUITS	083	
13011 FROZEN ORANGE JUICE		X
13012 OTHER FROZEN FRUITS AND FRUIT JUICES		X
13013 FRESH, CANNED OR BOTTLED FRUIT JUICES		X
13031 CANNED AND DRIED FRUITS		X

EC'S and ELI's

		POPS CATEGORY	PRICED MONTHLY
EC 14	PROCESSED VEGETABLES	083	
14011	FROZEN VEGETABLES		X
14021	CANNED BEANS OTHER THAN LIMA BEANS		X
14022	CANNED CUT CORN		X
14023	OTHER PROCESSED VEGETABLES		X
EC 15	SUGAR AND SWEETS	085	
15011	CANDY AND CHEWING GUM		X
15012	OTHER SWEETS (EXCLUDING CANDY AND GUM)		X
15021	SUGAR AND ARTIFICIAL SWEETENERS		X
EC 16	FATS AND OILS	084	
16011	MARGARINE		X
16012	OTHER FATS AND OILS		X
16013	NON-DAIRY CREAM SUBSTITUTES		X
16014	PEANUT BUTTER		X
EC 17	NONALCOHOLIC BEVERAGES		
17011	COLA DRINKS	109	X
17012	CARBONATED DRINKS OTHER THAN COLA	109	X
17031	ROASTED COFFEE	086	X
17032	INSTANT AND FREEZE DRIED COFFEE	086	X
17051	NONCARBONATED FRUIT FLAVORED DRINKS	086	X
17052	TEA	086	X
17053	OTHER NONCARBONATED DRINKS	086	X
EC 18	OTHER PREPARED FOODS	110	
18011	CANNED AND PACKAGED SOUP		X
18021	FROZEN PREPARED MEALS		X
18022	FROZEN PREPARED FOODS OTHER THAN MEALS		X
18031	POTATO CHIPS AND OTHER SNACKS		X
18032	NUTS		X
18041	SALT AND OTHER SEASONINGS AND SPICES		X
18042	OLIVES, PICKLES, RELISHES		X
18043	OTHER CONDIMENTS (EXCLUDING OLIVES, PICKLES, RELISHES)		X
18044	SAUCES AND GRAVIES		X
18061	CANNED OR PACKAGED SALADS AND DESSERTS		X
18062	BABY FOOD		X
18063	OTHER CANNED OR PACKAGED PREPARED FOODS		X

EC'S and ELI's

		POPS CATEGORY	PRICED MONTHLY
EC 19 FOOD AWAY FROM HOME			
19011	LUNCH	111	
19021	DINNER	111	
19031	SNACKS AND NONALCOHOLIC BEVERAGES	112	
19032	BREAKFAST OR BRUNCH	111	
EC 20 ALCOHOLIC BEVERAGES			
20011	BEER, ALE AND OTHER ALCOHOLIC MALT BEVERAGES AT HOME	013	
20021	WHISKEY AT HOME	012	
20022	DISTILLED SPIRITS AT HOME (EXCLUDING WHISKEY)	012	
20031	WINE AT HOME	011	
20051	BEER, ALE AND OTHER ALCOHOLIC MALT BEVERAGES AWAY FROM HOME	014	
20052	WINE AWAY FROM HOME	014	
20053	DISTILLED SPIRITS AWAY FROM HOME	014	
EC 21 PURE RENT-RENTER OCCUPIED			
21011	RENT OF DWELLING		
21021	LODGING WHILE OUT OF TOWN	342	X
21031	HOUSING AT SCHOOL, EXCLUDING BOARD	304	X
EC 22 RENTAL EQUIVALENCE AND HOUSEHOLD INSURANCE			
22011	OWNERS' EQUIVALENT RENT		X
22021	HOUSEHOLD INSURANCE		
EC 23 MAINTENANCE AND REPAIR SERVICES			
23011	INSIDE HOME MAINTENANCE AND REPAIR SERVICES	048	
23012	REPAIR/REPLACEMENT OF HARD SURFACE FLOORING	072	
23013	REPLACEMENT OF INSTALLED WALL-TO-WALL CARPET	045	
23014	REPAIR OF DISPOSAL, BUILT-IN DISHWASHER, RANGE HOOD	042	
EC 24 MAINTENANCE AND REPAIR COMMODITIES			
24011	PAINT, WALLPAPER AND SUPPLIES	129	
24012	TOOLS AND EQUIPMENT FOR PAINTING	129	
24013	LUMBER, PANELING, WALL AND CEILING TILE, AWNINGS, GLASS	127	
24014	BLACKTOP AND MASONRY MATERIALS	127	
24015	PLUMBING SUPPLIES AND EQUIPMENT	129	
24016	ELECTRICAL SUPPLIES, HEATING AND COOLING EQUIPMENT	129	
24041	MISCELLANEOUS SUPPLIES AND EQUIPMENT	129	
24042	HARD SURFACE FLOOR COVERING	072	
24043	LANDSCAPING ITEMS	026	

C'S and ELI's

		POPS CATEGORY	PRICED MONTHLY
EC 25	FUEL OIL AND OTHER FUELS	310	
25011	FUEL OIL		X
25021	BOTTLED OR TANK GAS		X
25022	COAL		X
25023	OTHER FUELS		X
EC 26	GAS (PIPED) AND ELECTRICITY		
26011	ELECTRICITY	305	X
26021	UTILITY NATURAL GAS SERVICE	308	X
72601	NATURAL GAS 40 THERMS	308	X
72611	NATURAL GAS 100 THERMS	308	X
72621	ELECTRICITY 500 KWH	305	X
EC 27	OTHER UTILITIES AND PUBLIC SERVICES		
27011	TELEPHONE SERVICES, LOCAL CHARGES	137	X
27021	RESIDENTIAL WATER AND SEWER SERVICE	337	
27031	COMMUNITY ANTENNA OR CABLE TV	339	
27041	GARBAGE AND TRASH COLLECTION	341	
27051	INTERSTATE TELEPHONE SERVICES	313	X
27061	INTRASTATE TELEPHONE SERVICES	313	X
EC 28	TEXTILE HOUSEFURNISHINGS		
28011	BATHROOM LINENS	024	
28012	BEDROOM LINENS	024	
28013	KITCHEN AND DINING ROOM LINENS	024	
28014	CURTAINS AND DRAPES	046	
28015	SLIPCOVERS AND DECORATIVE PILLOW	046	
28016	SEWING MATERIALS FOR HOUSEHOLD ITEMS	123	
EC 29	FURNITURE AND BEDDING		
29011	MATTRESS AND SPRINGS	054	
29012	BEDROOM FURNITURE OTHER THAN MATTRESS AND SPRINGS	054	
29021	SOFAS	054	
29031	LIVING ROOM CHAIRS	055	
29032	LIVING ROOM TABLES	054	
29041	KITCHEN AND DINING ROOM FURNITURE	054	
29042	INFANTS' FURNITURE	069	
29043	OUTDOOR FURNITURE	070	
29044	OCCASIONAL FURNITURE	054	

EC'S and ELI's

		POPS CATEGORY	PRICED MONTHLY
EC 30	HOUSEHOLD APPLIANCES	043	
30011	REFRIGERATORS AND HOME FREEZERS		
30021	WASHERS		
30022	DRYERS		
30031	STOVES AND OVENS EXCLUDING MICROWAVE OVENS		
30032	MICROWAVE OVENS		
30033	PORTABLE DISHWASHERS		
30034	WINDOW AIR CONDITIONERS		
EC 31	TELEVISION AND SOUND EQUIPMENT		
31011	TELEVISIONS	055	
31021	VIDEO CASSETTE RECORDERS, DISC PLAYERS, CAMERAS AND ACCESSORIES	049	
31022	VIDEO CASSETTES AND DISCS, BLANK AND PRERECORDED	350	
31023	VIDEO GAME HARDWARE, SOFTWARE AND ACCESSORIES	311	
31031	RADIO, PHONOGRAPHS AND TAPE RECORDERS/PLAYERS	049	
31032	COMPONENTS AND OTHER SOUND EQUIPMENT	049	
31033	RECORDS AND TAPES, PRERECORDED AND BLANK	022	
EC 32	OTHER HOUSEHOLD EQUIPMENT AND FURNISHINGS		
32011	FLOOR COVERINGS	045	
32012	WINDOW COVERINGS	046	
32013	INFANTS' EQUIPMENT	069	
32014	LAUNDRY AND CLEANING EQUIPMENT	076	
32015	OUTDOOR EQUIPMENT	070	
32021	CLOCKS	053	
32022	LAMPS AND LIGHTING FIXTURES	052	
32023	HOUSEHOLD DECORATIVE ITEMS	053	
32031	PLASTIC DINNERWARE	025	
32032	CHINA AND OTHER DINNERWARE	025	
32033	FLATWARE	025	
32034	GLASSWARE	025	
32035	SILVER SERVING PIECES	025	
32036	SERVING PIECES OTHER THAN SILVER OR GLASS	025	
32037	NONELECTRIC COOKINGWARE	076	
32038	TABLEWARE AND NONELECTRIC KITCHENWARE	076	
32041	LAWN AND GARDEN EQUIPMENT	056	
32042	POWER TOOLS	064	
32043	OTHER HARDWARE	129	
32044	NONPOWERED HAND TOOLS	129	
32051	FLOOR CLEANING EQUIPMENT AND SEWING MACHINES	043	
32052	PORTABLE COOL/HEAT EQUIPMENT, SMALL ELECTRIC KITCHEN APPLIANCES	044	
32061	INDOOR PLANTS AND FRESH CUT FLOWERS	026	

EC'S and ELI's

		POPS CATEGORY	PRICED MONTHLY
EC 33 HOUSEKEEPING SUPPLIES			
33011	SOAPS AND DETERGENTS	104	
33012	OTHER LAUNDRY AND CLEANING PRODUCTS	104	
33031	CLEANSING AND TOILET TISSUE, PAPER TOWELS, NAPKINS	104	
33032	STATIONERY, STATIONERY SUPPLIES, GIFT WRAP	008	
33051	MISCELLANEOUS HOUSEHOLD PRODUCTS	104	
33052	LAWN AND GARDEN SUPPLIES	026	
EC 34 HOUSEKEEPING SERVICES			
34011	POSTAGE	347	X
34021	BABYSITTING SERVICES	348	X
34031	DOMESTIC SERVICES	363	X
34041	GARDENING AND LAWNCARE SERVICES	364	X
34042	WATER SOFTENING SERVICE	144	
34043	MOVING, STORAGE, FREIGHT EXPENSE	058	X
34044	HOUSEHOLD LAUNDRY AND DRY CLEANING, EXLCUDING COIN-OPERATED	006	X
34045	COIN-OPERATED HOUSEHOLD LAUNDRY AND DRY CLEANING	007	X
34061	REPAIR OF TELEVISION, RADIO AND SOUND EQUIPMENT	023	X
34062	REPAIR OF HOUSEHOLD APPLIANCES	042	X
34063	REUPHOLSTERY OF FURNITURE	046	X
34071	CARE OF INVALIDS, ELDERLY AND CONVALESCENTS IN THE HOME	363	X
EC 35 TENANTS' INSURANCE		307	
35011	TENANTS' INSURANCE		X
EC 36 MEN'S APPAREL			
36011	MEN'S SUITS	027	
36012	MEN'S SPORT COATS AND TAILORED JACKETS	028	
36013	MEN'S COATS AND JACKETS	029	
36031	MEN'S UNDERWEAR AND HOSIERY	117	
36032	MEN'S NIGHTWEAR	117	
36033	MEN'S ACCESSORIES	020	
36034	MEN'S SWEATERS	057	
36035	MEN'S ACTIVE SPORTSWEAR	063	
36041	MEN'S SHIRTS	115	
36051	MEN'S PANTS AND SHORTS	021	
EC 37 BOYS' APPAREL		035	
37011	BOYS' COATS AND JACKETS		
37012	BOYS' SWEATERS		
37013	BOYS' SHIRTS		
37014	BOYS' UNDERWEAR, NIGHTWEAR AND HOSIERY		
37015	BOYS' ACCESSORIES		
37016	BOYS' SUITS, SPORT COATS, AND PANTS		
37017	BOYS' ACTIVE SPORTSWEAR		

EC'S and ELI's

		POPS CATEGORY	PRICED MONTHLY
EC 38 WOMEN'S APPAREL			
38011	WOMEN'S COATS AND JACKETS	032	
38021	WOMEN'S DRESSES	031	
38031	WOMEN'S TOPS	120	
38032	WOMEN'S SKIRTS	120	
38033	WOMEN'S PANTS AND SHORTS	120	
38034	WOMEN'S ACTIVE SPORTSWEAR	034	
38041	WOMEN'S NIGHTWEAR	019	
38042	WOMEN'S UNDERWEAR	122	
38043	WOMEN'S HOSIERY	004	
38044	WOMEN'S ACCESSORIES	018	
38051	WOMEN'S SUITS	030	
EC 39 GIRLS' APPAREL		037	
39011	GIRLS' COATS AND JACKETS		
39012	GIRLS' DRESSES AND SUITS		
39013	GIRLS' TOPS		
39014	GIRLS' SKIRTS AND PANTS		
39015	GIRLS' ACTIVE SPORTSWEAR		
39016	GIRLS' UNDERWEAR AND NIGHTWEAR		
39017	GIRLS' HOSIERY AND ACCESSORIES		
EC 40 FOOTWEAR			
40011	MEN'S FOOTWEAR	114	
40021	BOYS' FOOTWEAR	036	
40022	GIRLS' FOOTWEAR	038	
40031	WOMEN'S FOOTWEAR	118	
EC 41 INFANTS' AND TODDLERS' APPAREL		039	
41011	INFANTS' AND TODDLERS' OUTERWEAR		
41012	INFANTS' AND TODDLERS' PLAY AND DRESSWEAR		
41013	INFANTS' AND TODDLERS' UNDERWEAR		
41014	INFANTS' AND TODDLERS' SLEEPWEAR		
EC 42 SEWING MATERIALS AND LUGGAGE			
42011	FABRIC FOR MAKING CLOTHES	123	
42012	SEWING NOTIONS AND PATTERNS	123	
42013	LUGGAGE	080	

EC'S and ELI's

		POPS CATEGORY	PRICED MONTHLY
EC 43	JEWELRY	088	
43011	WATCHES		
43021	JEWELRY		
EC 44	APPAREL SERVICES		
44011	SHOE REPAIR AND OTHER SHOE SERVICES	041	
44012	COIN-OPERATED APPAREL LAUNDRY AND DRY CLEANING	007	
44013	ALTERATIONS AND REPAIRS	087	
44014	CLOTHING RENTAL	087	
44015	WATCH AND JEWELRY REPAIR	088	
44021	APPAREL LAUNDRY AND DRY CLEANING, EXCLUDING COIN OPERATED	006	
EC 45	NEW VEHICLES		
45011	NEW CARS	060	
45021	NEW TRUCKS	360	
45031	NEW MOTORCYCLES	352	
EC 46	USED VEHICLES	073	
46011	USED CARS		X
EC 47	MOTOR FUEL, MOTOR OIL, COOLANT AND FLUIDS		
47011	MOTOR FUELS	101	X
47021	MOTOR OIL	079	X
47022	COOLANT, BRAKE FLUID, TRANSMISSION FLUID, ADDITIVES	079	X
EC 48	AUTOMOBILE PARTS AND EQUIPMENT		
48011	TIRES	128	X
48021	VEHICLE PARTS AND EQUIPMENT OTHER THAN TIRES	079	X
EC 49	AUTOMOBILE MAINTENANCE AND REPAIR		
49011	AUTOMOTIVE BODY WORK	047	
49021	AUTOMOTIVE DRIVE TRAIN REPAIR	077	
49022	AUTOMOTIVE BRAKE WORK	078	
49023	REPAIR TO STEERING, FRONT END, COOLING SYSTEM & AIR CONDITIONING	078	
49031	AUTOMOTIVE MAINTENANCE AND SERVICING	078	
49041	AUTOMOTIVE POWER PLANT REPAIR	077	
EC 50	AUTOMOBILE INSURANCE		
50011	AUTOMOBILE INSURANCE	301	

EC'S and ELI's

		POPS CATEGORY	PRICED MONTHLY
EC 51	VEHICLE FINANCE CHARGES	314	
51011	AUTOMOBILE FINANCE CHARGES		
EC 52	VEHICLE RENTAL, REGISTRATION, AND INSPECTION		
52011	STATE AUTOMOBILE REGISTRATION	315	X
52012	LOCAL AUTOMOBILE REGISTRATION	316	X
52013	DRIVER'S LICENSE	318	X
52014	VEHICLE INSPECTION	319	X
52051	AUTOMOBILE RENTAL	321	X
52052	TRUCK RENTAL	322	X
52053	PARKING FEES	323	X
52054	VEHICLE TOLLS	324	X
52055	AUTOMOBILE TOWING CHARGES	078	X
52056	OTHER VEHICLE RENTALS	140	X
EC 53	PUBLIC TRANSPORTATION		
53011	AIRLINE FARE	326	
53021	INTERCITY BUS FARE	327	
53022	INTERCITY TRAIN FARE	371	
53023	SHIP FARES	141	
53031	INTRACITY MASS TRANSIT	328	
53032	TAXI FARE	338	
53033	CAR AND VAN POOLS	142	
EC 54	PRESCRIPTION DRUGS AND MEDICAL SUPPLIES	001	
54011	PRESCRIPTION DRUGS AND MEDICAL SUPPLIES		
EC 55	NONPRESCRIPTION DRUGS AND MEDICAL SUPPLIES	002	
55021	INTERNAL AND RESPIRATORY OVER-THE-COUNTER DRUGS		
55031	TOPICALS AND DRESSINGS		
55032	MEDICAL EQUIPMENT FOR GENERAL USE		
55033	SUPPORTIVE AND CONVALESCENT MEDICAL EQUIPMENT		
55034	HEARING AIDS		
EC 56	PROFESSIONAL SERVICES		
56011	PHYSICIANS' SERVICES	017	
56021	DENTAL SERVICES	124	
56031	EYEGLASSES AND EYECARE	016	
56041	SERVICES BY OTHER MEDICAL PROFESSIONALS	346	

EC'S and ELI's

		POPS CATEGORY	PRICED MONTHLY
EC 57	HOSPITAL AND OTHER MEDICAL CARE SERVICES		
57011	HOSPITAL ROOM IN-PATIENT	059	
57021	HOSPITAL IN-PATIENT SERVICES OTHER THAN ROOM	059	
57022	NURSING AND CONVALESCENT HOME CARE	354	
57031	HOSPITAL OUT-PATIENT SERVICES	059	
EC 58	HEALTH INSURANCE		
58111	COMM HEALTH INS RETAINED EARNINGS - PRESCRIPTION DRUGS		
58121	COMM HEALTH INS RETAINED EARNINGS - PHYSICIANS' SERVICES		
58131	COMM HEALTH INS RETAINED EARNINGS - DENTAL SERVICES		
58141	COMM HEALTH INS RETAINED EARNINGS - EYECARE SERVICES		
58151	COMM HEALTH INS RETAINED EARNINGS - OTHER PROFESSIONALS' SERVICES		
58161	COMM HEALTH INS RETAINED EARNINGS - HOSPITAL ROOM		
58171	COMM HEALTH INS RETAINED EARNINGS - OTHER IN-PATIENT HOSPITAL SERVICES		
58181	COMM HEALTH INS RETAINED EARNINGS - OUT-PATIENT HOSPITAL SERVICES		
58211	BL CROSS/BL SHIELD RETAINED EARNINGS - PRESCRIPTION DRUGS		
58221	BL CROSS/BL SHIELD RETAINED EARNINGS - PHYSICIANS' SERVICES		
58231	BL CROSS/BL SHIELD RETAINED EARNINGS - DENTAL SERVICES		
58241	BL CROSS/BL SHIELD RETAINED EARNINGS - EYECARE SERVICES		
58251	BL CROSS/BL SHIELD RETAINED EARNINGS - OTHER PROFESSIONALS' SERVICES		
58261	BL CROSS/BL SHIELD RETAINED EARNINGS - HOSPITAL ROOM		
58271	BL CROSS/BL SHIELD RETAINED EARNINGS - OTHER IN-PATIENT HOSPITAL SERVICES		
58281	BL CROSS/BL SHIELD RETAINED EARNINGS - OUT-PATIENT HOSPITAL SERVICES		
58311	HMO RETAINED EARNINGS - PRESCRIPTION DRUGS		
58321	HMO RETAINED EARNINGS - PHYSICIANS' SERVICES		
58331	HMO RETAINED EARNINGS - DENTAL SERVICES		
58341	HMO RETAINED EARNINGS - EYECARE SERVICES		
58351	HMO RETAINED EARNINGS - OTHER PROFESSIONALS' SERVICES		
58361	HMO RETAINED EARNINGS - HOSPITAL ROOM		
58371	HMO RETAINED EARNINGS - OTHER IN-PATIENT HOSPITAL SERVICES		
58381	HMO RETAINED EARNINGS - OUT-PATIENT HOSPITAL SERVICES		
58411	OTHER HEALTH INS RETAINED EARNINGS - PRESCRIPTION DRUGS		
58421	OTHER HEALTH INS RETAINED EARNINGS - PHYSICIANS' SERVICES		
58431	OTHER HEALTH INS RETAINED EARNINGS - DENTAL SERVICES		
58441	OTHER HEALTH INS RETAINED EARNINGS - EYECARE SERVICES		
58451	OTHER HEALTH INS RETAINED EARNINGS - OTHER PROFESSIONALS' SERVICES		
58461	OTHER HEALTH INS RETAINED EARNINGS - HOSPITAL ROOM		
58471	OTHER HEALTH INS RETAINED EARNINGS - OTHER IN-PATIENT HOSPITAL SERVICES		
58481	OTHER HEALTH INS RETAINED EARNINGS - OUT-PATIENT HOSPITAL SERVICES		

EC'S and ELI's

		POPS CATEGORY	PRICED MONTHLY
EC 59 READING MATERIALS			
59011	NEWSPAPERS	361	X
59021	MAGAZINES	362	X
59022	BOOKS PURCHASED THROUGH BOOK CLUBS	355	X
59023	BOOKS NOT PURCHASED THROUGH BOOK CLUBS	375	X
EC 60 SPORTING GOODS AND EQUIPMENT			
60011	OUTBOARD MOTORS AND POWERED SPORTS VEHICLES	356	
60012	UNPOWERED BOATS AND TRAILERS	067	
60013	BICYCLES	065	
60021	INDOOR, WARM WEATHER AND WINTER SPORTS EQUIPMENT	067	
60022	HUNTING, FISHING, AND CAMPING EQUIPMENT	067	
EC 61 TOYS, HOBBIES AND OTHER ENTERTAINMENT COMMODITIES			
61011	TOYS, GAMES AND HOBBIES	015	
61012	PLAYGROUND EQUIPMENT	066	
61013	MUSIC INSTRUMENTS AND ACCESSORIES	068	
61021	FILM	126	
61022	PHOTOGRAPHIC AND DARKROOM SUPPLIES	351	
61023	PHOTOGRAPHIC EQUIPMENT	051	
61031	PET FOOD	113	
61032	PURCHASE OF PETS, PET SUPPLIES, ACCESSORIES	357	
EC 62 ENTERTAINMENT SERVICES			
62011	CLUB MEMBERSHIP DUES AND FEES	365	
62021	FEES FOR PARTICIPANT SPORTS	010	
62031	ADMISSION TO MOVIES, THEATERS, AND CONCERTS	009	
62032	ADMISSION TO SPORTING EVENTS	090	
62041	FEES FOR LESSONS OR INSTRUCTIONS	368	
62051	PHOTOGRAPHER FEES	376	
62052	FILM PROCESSING	126	
62053	PET SERVICES	131	
62054	VETERINARIAN SERVICES	132	
62055	OTHER ENTERTAINMENT SERVICES	309	

EC'S and ELI's

		POPS CATEGORY	PRICED MONTHLY
EC 63 TOBACCO PRODUCTS			
63011	CIGARETTES	102	X
63012	TOBACCO PRODUCTS OTHER THAN CIGARETTES	102	X
63013	SMOKING ACCESSORIES	302	X
EC 64 TOILET GOODS AND PERSONAL CARE APPLIANCES			
64011	PRODUCTS FOR THE HAIR	103	
64012	NONELECTRIC ARTICLES FOR THE HAIR	103	
64013	WOMEN'S HAIR PIECES AND WIGS	081	
64014	DENTAL PRODUCTS, NONELECTRIC DENTAL ARTICLES	103	
64015	SHAVING PRODUCTS, NONELECTRIC SHAVING ARTICLES	103	
64016	DEODORANT/SUNTAN PREPARATIONS, SANITARY/ FOOTCARE PRODUCTS	103	
64017	ELECTRIC PERSONAL CARE APPLIANCES	044	
64031	COSMETICS, BATH/NAIL/MAKE-UP PREPARATIONS AND IMPLEMENTS	103	
EC 65 PERSONAL CARE SERVICES			
65011	BEAUTY PARLOR SERVICES FOR FEMALES	003	X
65021	HAIRCUTS AND OTHER BARBER SHOP SERVICES FOR MALES	005	X
EC 66 SCHOOL BOOKS AND SUPPLIES			
66011	COLLEGE TEXTBOOKS	330	X
66021	ELEMENTARY AND HIGH SCHOOL BOOKS AND SUPPLIES	146	X
66022	ENCYCLOPEDIAS AND OTHER SETS OF REFERENCE BOOKS	355	X
EC 67 DAYCARE, TUITION AND OTHER SCHOOL FEES			
67011	COLLEGE TUITION AND FIXED FEES	303	X
67021	ELEMENTARY AND HIGH SCHOOL TUITION AND FIXED FEES	331	X
67031	DAY CARE AND NURSERY SCHOOL	349	X
67041	TECHNICAL AND BUSINESS SCHOOL TUITION AND FIXED FEES	134	X
EC 68 LEGAL, FINANCIAL, AND FUNERAL SERVICES			
68011	LEGAL FEES	333	
68021	SAFE DEPOSIT BOX RENTAL	334	
68022	CHECKING ACCOUNTS AND SPECIAL CHECK SERVICES	334	
68023	TAX RETURN PREPARATION AND OTHER ACCOUNTING FEES	133	
68031	FUNERAL EXPENSES	336	
68032	CEMETERY LOTS AND CRYPTS	344	

EC'S and ELI's

EC 69 INFORMATION PROCESSING EQUIPMENT

		POPS CATEGORY	PRICED MONTHLY
69011	PERSONAL COMPUTERS AND PERIPHERAL EQUIPMENT	311	
69012	COMPUTER SOFTWARE AND ACCESSORIES	311	
69013	TELEPHONE, PERIPHERAL EQUIPMENT AND ACCESSORIES	312	
69014	CALCULATORS, ADDING MACHINES, AND TYPEWRITERS	062	
69015	OTHER INFORMATION PROCESSING EQUIPMENT	043	

POPS CATEGORIES	
001	PRESCRIPTION DRUGS
	54011 PRESCRIPTION DRUGS AND MEDICAL SUPPLIES
002	OVER-THE-COUNTER DRUGS, MEDICINES AND MEDICAL SUPPLIES
	55021 INTERNAL AND RESPIRATORY OVER-THE-COUNTER DRUGS
	55031 TOPICALS AND DRESSINGS
	55032 MEDICAL EQUIPMENT FOR GENERAL USE
	55033 SUPPORTIVE AND CONVALESCENT MEDICAL EQUIPMENT
	55034 HEARING AIDS
003	PERSONAL CARE SERVICES FOR FEMALES
	65011 BEAUTY PARLOR SERVICES FOR FEMALES
004	WOMEN'S HOSIERY
	38043 WOMEN'S HOSIERY
005	PERSONAL CARE SERVICES FOR MALES
	65021 HAIRCUTS AND OTHER BARBER SHOP SERVICES FOR MALES
006	LAUNDRY AND DRY CLEANING, NOT COIN-OPERATED
	34044 HOUSEHOLD LAUNDRY AND DRY CLEANING, EXCLUDING COIN-OPERATED
	44021 APPAREL LAUNDRY AND DRY CLEANING, EXCLUDING COIN-OPERATED
007	LAUNDRY AND DRY CLEANING, SELF SERVICE
	34045 COIN-OPERATED HOUSEHOLD LAUNDRY AND DRY CLEANING
	44012 COIN-OPERATED APPAREL LAUNDRY AND DRY CLEANING
008	STATIONERY, GREETING CARDS, GIFT WRAP, WRAP ACCESSORIES
	33032 STATIONERY, STATIONERY SUPPLIES, GIFT WRAP
009	ADMISSIONS TO MOVIES, THEATERS, CONCERTS: COMBINED SEASON AND SINGLE (367)
	62031 ADMISSION TO MOVIES, THEATERS, AND CONCERTS
010	FEES FOR PARTICIPANT SPORTS
	62021 FEES FOR PARTICIPANT SPORTS
011	WINE FOR HOME USE
	20031 WINE AT HOME

POPS CATEGORIES	
012	WHISKEY AND OTHER LIQUORS FOR HOME USE
	20021 WHISKEY AT HOME 20022 DISTILLED SPIRITS AT HOME (EXCLUDING WHISKEY)
013	BEER AND ALE FOR HOME USE
	20011 BEER, ALE AND OTHER ALCOHOLIC MALT BEVERAGES AT HOME
014	ALCOHOLIC BEVERAGES PURCHASED IN RESTAURANTS AND BARS
	20051 BEER, ALE AND OTHER ALCOHOLIC MALT BEVERAGES AWAY FROM HOME 20052 WINE AWAY FROM HOME 20053 DISTILLED SPIRITS AWAY FROM HOME
015	TOYS, GAMES, HOBBIES, TRICYCLES, AND BATTERY POWERED RIDERS
	61011 TOYS, GAMES AND HOBBIES
016	EYE EXAMINATION, EYE CARE, GLASSES, CONTACT LENSES
	56031 EYEGLASSES AND EYECARE
017	MEDICAL/SURGICAL CARE BY GP'S AND SPECIALISTS
	56011 PHYSICIANS' SERVICES
018	WOMEN'S ACCESSORIES
	38044 WOMEN'S ACCESSORIES
019	WOMEN'S SLEEPWEAR
	38041 WOMEN'S NIGHTWEAR
020	MEN'S ACCESSORIES
	36033 MEN'S ACCESSORIES
021	MEN'S TROUSERS
	36051 MEN'S PANTS AND SHORTS
022	RECORDS, TAPES, NEEDLES
	31033 RECORDS AND TAPES, PRERECORDED AND BLANK
023	REPAIR OF TV, RADIO, OTHER SOUND EQUIPMENT
	34061 REPAIR OF TELEVISION, RADIO AND SOUND EQUIPMENT

POPS CATEGORIES	
024	HOUSEHOLD LINENS
	28011 BATHROOM LINENS
	28012 BEDROOM LINENS
	28013 KITCHEN AND DINING ROOM LINENS
025	DINNERWARE, GLASSWARE, FLATWARE, AND SERVING PIECES
	32031 PLASTIC DINNERWARE
	32032 CHINA AND OTHER DINNERWARE
	32033 FLATWARE
	32034 GLASSWARE
	32035 SILVER SERVING PIECES
	32036 SERVING PIECES OTHER THAN SILVER OR GLASS
026	INDOOR/OUTDOOR PLANTS AND GARDEN SUPPLIES
	24043 LANDSCAPING ITEMS
	32061 INDOOR PLANTS AND FRESH CUT FLOWERS
	33052 LAWN AND GARDEN SUPPLIES
027	MEN'S SUITS
	36011 MEN'S SUITS
028	MEN'S SPORTCOATS AND TAILORED JACKETS
	36012 MEN'S SPORT COATS AND TAILORED JACKETS
029	MEN'S OVERCOATS, TOPCOATS, RAINCOATS, JACKETS
	36013 MEN'S COATS AND JACKETS
030	WOMEN'S SUITS, INCLUDING PANTSUITS
	38051 WOMEN'S SUITS
031	WOMEN'S DRESSES
	38021 WOMEN'S DRESSES
032	WOMEN'S COATS, JACKETS, RAINCOATS
	38011 WOMEN'S COATS AND JACKETS
034	WOMEN'S ACTIVE SPORTSWEAR AND PLAYWEAR
	38034 WOMEN'S ACTIVE SPORTSWEAR

POPS CATEGORIES	
035	BOYS' CLOTHING AND ACCESSORIES
	37011 BOYS' COATS AND JACKETS 37012 BOYS' SWEATERS 37013 BOYS' SHIRTS 37014 BOYS' UNDERWEAR, NIGHTWEAR AND HOSIERY 37015 BOYS' ACCESSORIES 37016 BOYS' SUITS, SPORT COATS, AND PANTS 37017 BOYS' ACTIVE SPORTSWEAR
036	BOYS' FOOTWEAR
	40021 BOYS' FOOTWEAR
037	GIRLS' CLOTHING AND ACCESSORIES
	39011 GIRLS' COATS AND JACKETS 39012 GIRLS' DRESSES AND SUITS 39013 GIRLS' TOPS 39014 GIRLS' SKIRTS AND PANTS 39015 GIRLS' ACTIVE SPORTSWEAR 39016 GIRLS' UNDERWEAR AND NIGHTWEAR 39017 GIRLS' HOSIERY AND ACCESSORIES
038	GIRLS' FOOTWEAR
	40022 GIRLS' FOOTWEAR
039	INFANTS' AND TODDLERS' CLOTHING AND ACCESSORIES
	41011 INFANTS' AND TODDLERS' OUTERWEAR 41012 INFANTS' AND TODDLERS' PLAY AND DRESSWEAR 41013 INFANTS' AND TODDLERS' UNDERWEAR 41014 INFANTS' AND TODDLERS' SLEEPWEAR
041	SHOE REPAIR AND OTHER SHOE SERVICES
	44011 SHOE REPAIR AND OTHER SHOE SERVICES
042	REPAIR OF HOUSEHOLD APPLIANCES, EXCEPT RADIO, TV, SOUND EQUIPMENT
	23014 REPAIR OF DISPOSAL, BUILT-IN DISHWASHER, RANGE HOOD 34062 REPAIR OF HOUSEHOLD APPLIANCES
043	MAJOR HOUSEHOLD APPLIANCES
	30011 REFRIGERATORS AND HOME FREEZERS 30021 WASHERS 30022 DRYERS 30031 STOVES AND OVENS EXCLUDING MICROWAVE OVENS 30032 MICROWAVE OVENS 30033 PORTABLE DISHWASHERS 30034 WINDOW AIR CONDITIONERS 32051 FLOOR CLEANING EQUIPMENT AND SEWING MACHINES 69015 OTHER INFORMATION PROCESSING EQUIPMENT

POPS
CATEGORIES

044 SMALL ELECTRIC APPLIANCES FOR KITCHEN, PERSONAL CARE, ETC

32052 PORTABLE COOL/HEAT EQUIPMENT, SMALL ELECTRIC KITCHEN APPLIANCES
64017 ELECTRIC PERSONAL CARE APPLIANCES

045 SOFT SURFACE FLOOR COVERING

23013 REPLACEMENT OF INSTALLED WALL-TO-WALL CARPET
32011 FLOOR COVERINGS

046 WINDOW AND FURNITURE COVERINGS, UPHOLSTERY, DECORATIVE PILLOWS

28014 CURTAINS AND DRAPES
28015 SLIPCOVERS AND DECORATIVE PILLOWS
32012 WINDOW COVERINGS
34063 REUPHOLSTERY OF FURNITURE

047 AUTOMOTIVE BODY REPAIR

49011 AUTOMOTIVE BODY WORK

048 INSIDE REPAIR, REPLACEMENT, INSTALLATION, AND MAINTENANCE OF PROPERTY

23011 INSIDE HOME MAINTENANCE AND REPAIR SERVICES

049 RADIOS, TAPE RECORDERS/PLAYERS, AND PHONOGRAPHS

31021 VIDEO CASSETTE RECORDERS, DISC PLAYERS, CAMERAS AND ACCESSORIES
31031 RADIO, PHONOGRAPHS AND TAPE RECORDERS/PLAYERS
31032 COMPONENTS AND OTHER SOUND EQUIPMENT

051 PHOTOGRAPHIC EQUIPMENT

61023 PHOTOGRAPHIC EQUIPMENT

052 LAMPS AND LIGHTING FIXTURES

32022 LAMPS AND LIGHTING FIXTURES

053 PICTURES, MIRRORS, CLOCKS, AND OTHER HOME DECORATIONS

32021 CLOCKS
32023 HOUSEHOLD DECORATIVE ITEMS

054 HOUSEHOLD FURNITURE

29011 MATTRESS AND SPRINGS
29012 BEDROOM FURNITURE OTHER THAN MATTRESS AND SPRINGS
29021 SOFAS
29031 LIVING ROOM CHAIRS
29032 LIVING ROOM TABLES
29041 KITCHEN AND DINING ROOM FURNITURE
29044 OCCASIONAL FURNITURE

POPS CATEGORIES	
055	TV AND TV COMBINATIONS
	31011 TELEVISIONS
056	LAWN MOWING AND OTHER YARD EQUIPMENT
	32041 LAWN AND GARDEN EQUIPMENT
057	MEN'S SWEATERS AND VESTS
	36034 MEN'S SWEATERS
058	MOVING EXPENSES, INCLUDING FREIGHT AND STORAGE
	34043 MOVING, STORAGE, FREIGHT EXPENSE
059	HOSPITAL CARE
	57011 HOSPITAL ROOM IN-PATIENT 57021 HOSPITAL IN-PATIENT SERVICES OTHER THAN ROOM 57031 HOSPITAL OUT-PATIENT SERVICES
060	NEW CARS
	45011 NEW CARS
062	OFFICE EQUIPMENT FOR HOME USE SUCH AS TYPEWRITERS, ETC.
	69014 CALCULATORS, ADDING MACHINES, AND TYPEWRITERS
063	MEN'S ACTIVE SPORTSWEAR AND PLAYWEAR
	36035 MEN'S ACTIVE SPORTSWEAR
064	POWER TOOLS
	32042 POWER TOOLS
065	BICYCLES, BICYCLE PARTS AND ACCESSORIES, AND BICYCLE REPAIR
	60013 BICYCLES
066	PLAYGROUND EQUIPMENT
	61012 PLAYGROUND EQUIPMENT
067	SPORTS EQUIPMENT, INCLUDING UNPOWERED SPORTS VEHICLES
	60012 UNPOWERED BOATS AND TRAILERS 60021 INDOOR, WARM WEATHER AND WINTER SPORTS EQUIPMENT 60022 HUNTING, FISHING, AND CAMPING EQUIPMENT

POPS
CATEGORIES

068 MUSICAL INSTRUMENTS AND ACCESSORIES, INCLUDING SHEET MUSIC

61013 MUSIC INSTRUMENTS AND ACCESSORIES

069 INFANTS' FURNITURE AND EQUIPMENT

29042 INFANTS' FURNITURE
32013 INFANTS' EQUIPMENT

070 PATIO, PORCH, OTHER OUTDOOR FURNITURE AND EQUIPMENT

29043 OUTDOOR FURNITURE
32015 OUTDOOR EQUIPMENT

072 HARD SURFACE FLOORING AND FLOOR COVERING

23012 REPAIR/REPLACEMENT OF HARD SURFACE FLOORING
24042 HARD SURFACE FLOOR COVERING

073 USED CARS

46011 USED CARS

076 NONELECTRIC COOKWARE, KITCHEN UTENSILS, LAUNDRY AND CLEANING EQUIPMENT, CLOSET STORAGE ITEMS

32014 LAUNDRY AND CLEANING EQUIPMENT
32037 NONELECTRIC COOKINGWARE
32038 TABLEWARE AND NONELECTRIC KITCHENWARE

077 AUTOMOTIVE REPAIR TO ENGINE AND RELATED EQUIPMENT

49021 AUTOMOTIVE DRIVE TRAIN REPAIR
49041 AUTOMOTIVE POWER PLANT REPAIR

078 MISCELLANEOUS AUTOMOTIVE REPAIR, MAINTENANCE, SERVICING

49022 AUTOMOTIVE BRAKE WORK
49023 REPAIR TO STEERING, FRONT END, COOLING SYSTEM & AIR CONDITIONING
49031 AUTOMOTIVE MAINTENANCE AND SERVICING
52055 AUTOMOBILE TOWING CHARGES

079 AUTOMOTIVE PARTS, ACCESSORIES, AND PRODUCTS, EXCLUDING TIRES

47021 MOTOR OIL
47022 COOLANT, BRAKE FLUID, TRANSMISSION FLUID, ADDITIVES
48021 VEHICLE PARTS AND EQUIPMENT OTHER THAN TIRES

080 LUGGAGE

42013 LUGGAGE

POPS
CATEGORIES

081 WIGS AND HAIRPIECES FOR FEMALES

64013 WOMEN'S HAIR PIECES AND WIGS

082 FISH AND SEAFOOD

07011 CANNED FISH OR SEAFOOD
07021 SHELLFISH (EXCLUDING CANNED)
07022 FISH (EXCLUDING CANNED)

083 PROCESSED FRUITS AND VEGETABLES

13011 FROZEN ORANGE JUICE
13012 OTHER FROZEN FRUITS AND FRUIT JUICES
13013 FRESH, CANNED OR BOTTLED FRUIT JUICES
13031 CANNED AND DRIED FRUITS
14011 FROZEN VEGETABLES
14021 CANNED BEANS OTHER THAN LIMA BEANS
14022 CANNED CUT CORN
14023 OTHER PROCESSED VEGETABLES

084 FATS, OILS, PEANUT BUTTER, SALAD DRESSINGS, DAIRY PRODUCT SUBSTITUTES

16011 MARGARINE
16012 OTHER FATS AND OILS
16013 NON-DAIRY CREAM SUBSTITUTES
16014 PEANUT BUTTER

085 SUGAR AND OTHER SWEETS, FOR HOME USE

15011 CANDY AND CHEWING GUM
15012 OTHER SWEETS (EXCLUDING CANDY AND GUM)
15021 SUGAR AND ARTIFICIAL SWEETENERS

086 COFFEE, TEA, FRUIT FLAVORED DRINKS, OTHER NONCARBONATED BEVERAGES

17031 ROASTED COFFEE
17032 INSTANT AND FREEZE DRIED COFFEE
17051 NONCARBONATED FRUIT FLAVORED DRINKS
17052 TEA
17053 OTHER NONCARBONATED DRINKS

087 APPAREL AND ACCESSORY ALTERATION, REPAIR, AND RENTAL

44013 ALTERATIONS AND REPAIRS
44014 CLOTHING RENTAL

088 WATCHES, JEWELRY, AND REPAIR

43011 WATCHES
43021 JEWELRY
44015 WATCH AND JEWELRY REPAIR

POPS
CATEGORIES

090 TICKETS TO SPORTING EVENTS: COMBINED SEASON AND SINGLE TICKETS (366)

- 62032 ADMISSION TO SPORTING EVENTS

101 GASOLINE AND OTHER VEHICLE FUELS

- 47011 MOTOR FUELS

102 TOBACCO PRODUCTS

- 63011 CIGARETTES
- 63012 TOBACCO PRODUCTS OTHER THAN CIGARETTES

103 PERSONAL CARE ITEMS

- 64011 PRODUCTS FOR THE HAIR
- 64012 NONELECTRIC ARTICLES FOR THE HAIR
- 64014 DENTAL PRODUCTS, NONELECTRIC DENTAL ARTICLES
- 64015 SHAVING PRODUCTS, NONELECTRIC SHAVING ARTICLES
- 64016 DEODORANT/SUNTAN PREPARATIONS, SANITARY/FOOTCARE PRODUCTS
- 64031 COSMETICS, BATH/NAIL/MAKE-UP PREPARATIONS AND IMPLEMENTS

104 CLEANING AND LAUNDRY PRODUCTS, PAPER SUPPLIES, OTHER HOUSEHOLD SUPPLIES

- 33011 SOAPS AND DETERGENTS
- 33012 OTHER LAUNDRY AND CLEANING PRODUCTS
- 33031 CLEANSING AND TOILET TISSUE, PAPER TOWELS, NAPKINS
- 33051 MISCELLANEOUS HOUSEHOLD PRODUCTS

105 BAKERY PRODUCTS

- 02011 WHITE BREAD
- 02021 BREAD OTHER THAN WHITE
- 02022 ROLLS, BISCUITS, MUFFINS (EXCLUDING FROZEN)
- 02041 CAKES AND CUPCAKES (EXCLUDING FROZEN)
- 02042 COOKIES
- 02061 CRACKERS
- 02062 BREAD AND CRACKER PRODUCTS
- 02063 SWEETROLLS, COFFEE CAKE AND DOUGHNUTS (EXCLUDING FROZEN)
- 02064 FROZEN BAKERY PRODUCTS & FROZEN/REFRIGERATED DOUGHS AND BATTERS
- 02065 PIES, TARTS, TURNOVERS (EXCLUDING FROZEN)

POPS
CATEGORIES

106 MEATS AND POULTRY

03011 GROUND BEEF
03021 CHUCK ROAST
03031 ROUND ROAST
03041 OTHER ROASTS (EXCLUDING CHUCK AND ROUND)
03042 OTHER STEAK (EXCLUDING ROUND AND SIRLOIN)
03043 OTHER BEEF
03051 ROUND STEAK
03061 SIRLOIN STEAK
04011 BACON
04021 PORK CHOPS
04031 HAM (EXCLUDING CANNED)
04032 CANNED HAM
04041 PORK ROASTS, PICNICS, OTHER PORK
04042 PORK SAUSAGE
05011 FRANKFURTERS
05012 BOLOGNA, LIVERWURST, SALAMI
05013 OTHER LUNCHMEATS (EXCLUDING BOLOGNA, LIVERWURST, SALAMI)
05014 LAMB, ORGAN MEATS, AND GAME
06011 FRESH WHOLE CHICKEN
06021 FRESH OR FROZEN CHICKEN PARTS
06031 OTHER POULTRY

107 DAIRY PRODUCTS, INCLUDING EGGS

08011 EGGS
09011 FRESH WHOLE MILK
09021 OTHER FRESH MILK AND CREAM
10011 BUTTER
10012 OTHER DAIRY PRODUCTS
10021 CHEESE
10041 ICE CREAM AND RELATED PRODUCTS

108 FRESH FRUITS AND VEGETABLES

11011 APPLES
11021 BANANAS
11031 ORANGES
11041 OTHER FRESH FRUITS
12011 POTATOES
12021 LETTUCE
12031 TOMATOES
12041 OTHER FRESH VEGETABLES

109 CARBONATED BEVERAGES FOR HOME USE

17011 COLA DRINKS
17012 CARBONATED DRINKS OTHER THAN COLA

POPS
CATEGORIES

110 MISCELLANEOUS PREPARED FOODS, CEREALS, CONDIMENTS, AND SEASONINGS

01011 FLOUR
01012 PREPARED FLOUR MIXES
01021 CEREAL
01031 RICE
01032 MACARONI, SIMILAR PRODUCTS, AND CORNMEAL
18011 CANNED AND PACKAGED SOUP
18021 FROZEN PREPARED MEALS
18022 FROZEN PREPARED FOODS OTHER THAN MEALS
18031 POTATO CHIPS AND OTHER SNACKS
18032 NUTS
18041 SALT AND OTHER SEASONINGS AND SPICES
18042 OLIVES, PICKLES, RELISHES
18043 OTHER CONDIMENTS (EXCLUDING OLIVES, PICKLES, RELISHES)
18044 SAUCES AND GRAVIES
18061 CANNED OR PACKAGED SALADS AND DESSERTS
18062 BABY FOOD
18063 OTHER CANNED OR PACKAGED PREPARED FOODS

111 MEALS IN RESTAURANTS, CAFETERIAS, CARRYOUTS, DRIVE-INS

19011 LUNCH
19021 DINNER
19032 BREAKFAST OR BRUNCH

112 SNACKS AND BEVERAGES AWAY FROM HOME

19031 SNACKS AND NONALCOHOLIC BEVERAGES

113 PET FOOD

61031 PET FOOD

114 FOOTWEAR FOR MEN

40011 MEN'S FOOTWEAR

115 SHIRTS FOR MEN

36041 MEN'S SHIRTS

117 SOCKS, UNDERWEAR, SLEEPWEAR, AND BATHROBES FOR MEN

36031 MEN'S UNDERWEAR AND HOSIERY
36032 MEN'S NIGHTWEAR

118 FOOTWEAR FOR WOMEN

40031 WOMEN'S FOOTWEAR

POPS
CATEGORIES

120 SEPARATES AND COORDINATES FOR WOMEN

38031 WOMEN'S TOPS
38032 WOMEN'S SKIRTS
38033 WOMEN'S PANTS AND SHORTS

122 UNDERWEAR FOR WOMEN

38042 WOMEN'S UNDERWEAR

123 SEWING MATERIALS AND NOTIONS

28016 SEWING MATERIALS FOR HOUSEHOLD ITEMS
42011 FABRIC FOR MAKING CLOTHES
42012 SEWING NOTIONS AND PATTERNS

124 DENTAL CARE

56021 DENTAL SERVICES

126 FILM AND FILM PROCESSING

61021 FILM
62052 FILM PROCESSING

127 MATERIALS, AND SUPPLIES FOR MAJOR HOME REPAIRS

24013 LUMBER, PANELING, WALL AND CEILING TILE, AWNINGS, GLASS
24014 BLACKTOP AND MASONRY MATERIALS

128 AUTOMOBILE TIRES

48011 TIRES

129 HARDWARE ITEMS, HAND TOOLS, AND OTHER MATERIALS FOR MINOR HOME REPAIRS

24011 PAINT, WALLPAPER AND SUPPLIES
24012 TOOLS AND EQUIPMENT FOR PAINTING
24015 PLUMBING SUPPLIES AND EQUIPMENT
24016 ELECTRICAL SUPPLIES, HEATING AND COOLING EQUIPMENT
24041 MISCELLANEOUS SUPPLIES AND EQUIPMENT
32043 OTHER HARDWARE
32044 NONPOWERED HAND TOOLS

131 PET SERVICES

62053 PET SERVICES

132 VETERINARIAN SERVICES

62054 VETERINARIAN SERVICES

133 PERSONAL INCOME TAX PREPARATION FEES AND OTHER ACCOUNTING FEES

68023 TAX RETURN PREPARATION AND OTHER ACCOUNTING FEES

POPS CATEGORIES	
134	BUSINESS AND TECHNICAL SCHOOLS
	67041 TECHNICAL AND BUSINESS SCHOOL TUITION AND FIXED FEES
137	LOCAL TELEPHONE SERVICE
	27011 TELEPHONE SERVICES, LOCAL CHARGES
140	OTHER VEHICLE RENTALS
	52056 OTHER VEHICLE RENTALS
141	PASSENGER SHIP CARRIERS
	53023 SHIP FARES
142	VAN AND CARPOOLS USED FOR COMMUTING
	53033 CAR AND VAN POOLS
144	WATER SOFTENING SERVICE
	34042 WATER SOFTENING SERVICE
146	ELEMENTARY AND HIGH SCHOOL BOOKS AND SUPPLIES
	66021 ELEMENTARY AND HIGH SCHOOL BOOKS AND SUPPLIES
301	AUTOMOBILE INSURANCE
	50011 AUTOMOBILE INSURANCE
302	PIPES, LIGHTERS, LIGHTER FUEL, AND OTHER SMOKING ACCESSORIES
	63013 SMOKING ACCESSORIES
303	COLLEGE TUITION AND FIXED FEES
	67011 COLLEGE TUITION AND FIXED FEES
304	HOUSING AT SCHOOL (EXCLUDING BOARD)
	21031 HOUSING AT SCHOOL, EXCLUDING BOARD
305	ELECTRICITY
	26011 ELECTRICITY
307	HOMEOWNERS' AND TENANTS' INSURANCE
	35011 TENANTS' INSURANCE

POPS CATEGORIES	
308	UTILITY NATURAL GAS SERVICE
	26021 UTILITY NATURAL GAS SERVICE
309	RENTAL OF MISCELLANEOUS EQUIPMENT
	62055 OTHER ENTERTAINMENT SERVICES
310	FUEL OIL, KEROSENE, BOTTLED OR TANK GAS, COAL, AND WOOD
	25011 FUEL OIL
	25021 BOTTLED OR TANK GAS
	25022 COAL
	25023 OTHER FUELS
311	ELECTRONIC EQUIPMENT FOR NON-BUSINESS USE IN THE HOME
	31023 VIDEO GAME HARDWARE, SOFTWARE AND ACCESSORIES
	69011 PERSONAL COMPUTERS AND PERIPHERAL EQUIPMENT
	69012 COMPUTER SOFTWARE AND ACCESSORIES
312	TELEPHONES AND ACCESSORIES
	69013 TELEPHONE, PERIPHERAL EQUIPMENT AND ACCESSORIES
313	LONG DISTANCE TELEPHONE SERVICE
	27051 INTERSTATE TELEPHONE SERVICES
	27061 INTRASTATE TELEPHONE SERVICES
314	FINANCE CHARGES FOR AUTOMOBILES AND OTHER VEHICLES
	51011 AUTOMOBILE FINANCE CHARGES
315	STATE VEHICLE REGISTRATION
	52011 STATE AUTOMOBILE REGISTRATION
316	LOCAL AUTOMOBILE REGISTRATION (NOT STATE)
	52012 LOCAL AUTOMOBILE REGISTRATION
318	DRIVER'S LICENSE
	52013 DRIVER'S LICENSE
319	VEHICLE INSPECTION
	52014 VEHICLE INSPECTION
321	AUTOMOBILE RENTAL
	52051 AUTOMOBILE RENTAL

POPS CATEGORIES	
322	TRUCK AND VAN RENTAL
	52052 TRUCK RENTAL
323	AUTOMOBILE PARKING
	52053 PARKING FEES
324	VEHICLE TOLLS
	52054 VEHICLE TOLLS
326	AIRLINE FARES
	53011 AIRLINE FARE
327	INTERCITY BUS FARE
	53021 INTERCITY BUS FARE
328	INTRACITY MASS TRANSIT
	53031 INTRACITY MASS TRANSIT
330	COLLEGE TEXTBOOKS
	66011 COLLEGE TEXTBOOKS
331	ELEMENTARY AND HIGH SCHOOL TUITION AND FIXED FEES
	67021 ELEMENTARY AND HIGH SCHOOL TUITION AND FIXED FEES
333	LEGAL SERVICES, EXCLUDING CLOSING COSTS FOR PURCHASE OF REAL ESTATE
	68011 LEGAL FEES
334	BANK SERVICES
	68021 SAFE DEPOSIT BOX RENTAL 68022 CHECKING ACCOUNTS AND SPECIAL CHECK SERVICES
336	FUNERAL SERVICES
	68031 FUNERAL EXPENSES
337	WATER AND SEWER MAINTENANCE
	27021 RESIDENTIAL WATER AND SEWER SERVICE

POPS CATEGORIES	
338	TAXICABS
	53032 TAXI FARE
339	COMMUNITY ANTENNA AND CABLE TV
	27031 COMMUNITY ANTENNA OR CABLE TV
341	GARBAGE AND TRASH COLLECTION
	27041 GARBAGE AND TRASH COLLECTION
342	LODGING AWAY FROM HOME
	21021 LODGING WHILE OUT OF TOWN
344	CEMETERY LOTS AND CRYPTS
	68032 CEMETERY LOTS AND CRYPTS
346	SERVICES BY PRACTITIONERS OTHER THAN PHYSICIANS
	56041 SERVICES BY OTHER MEDICAL PROFESSIONALS
347	POSTAGE
	34011 POSTAGE
348	BABYSITTING SERVICES
	34021 BABYSITTING SERVICES
349	CHILD DAY CARE SERVICES AND NURSERY SCHOOL
	67031 DAY CARE AND NURSERY SCHOOL
350	VIDEO CASSETTES, TAPES, AND DISCS
	31022 VIDEO CASSETTES AND DISCS, BLANK AND PRERECORDED
351	FLASHBULBS/CUBES, DARKROOM SUPPLIES, AND OTHER PHOTOGRAPHIC SUPPLIES
	61022 PHOTOGRAPHIC AND DARKROOM SUPPLIES
352	NEW MOTORCYCLES
	45031 NEW MOTORCYCLES
354	NURSING AND CONVALESCENT HOME CARE
	57022 NURSING AND CONVALESCENT HOME CARE

POPS CATEGORIES

355 BOOKS PURCHASED THROUGH BOOK CLUBS AND SETS OF REFERENCE BOOKS

59022 BOOKS PURCHASED THROUGH BOOK CLUBS
66022 ENCYCLOPEDIAS AND OTHER SETS OF REFERENCE BOOKS

356 POWERED SPORTS VEHICLES, SUCH AS BOATS, DUNEBUGGIES, GOLF CARTS, SNOWMOBILES

60011 OUTBOARD MOTORS AND POWERED SPORTS VEHICLES

357 PURCHASE OF PETS, PET ACCESSORIES AND PET SUPPLIES (EXCLUDING FOOD)

61032 PURCHASE OF PETS, PET SUPPLIES, ACCESSORIES

360 NEW TRUCKS AND VANS

45021 NEW TRUCKS

361 NEWSPAPERS: COMBINED SINGLE COPIES AND SUBSCRIPTIONS (377)

59011 NEWSPAPERS

362 MAGAZINES: COMBINED SINGLE COPY AND SUBSCRIPTIONS (378)

59021 MAGAZINES

363 DOMESTIC HOUSEHOLD SERVICES

34031 DOMESTIC SERVICES
34071 CARE OF INVALIDS, ELDERLY AND CONVALESCENTS IN THE HOME

364 GARDEN OR LAWN SERVICES

34041 GARDENING AND LAWNCARE SERVICES

365 MEMBERSHIP DUES AND FEES

62011 CLUB MEMBERSHIP DUES AND FEES

368 LESSONS OR INSTRUCTIONS IN GOLF, SWIMMING, PIANO, DANCING, CRAFTS, HOBBIES

62041 FEES FOR LESSONS OR INSTRUCTIONS

371 INTERCITY TRAIN FARE

53022 INTERCITY TRAIN FARE

375 INDIVIDUAL BOOKS NOT PURCHASED THROUGH CLUBS

59023 BOOKS NOT PURCHASED THROUGH BOOK CLUBS

376 PHOTOGRAPHERS

62051 PHOTOGRAPHER FEES

APPENDIX E.3

POPS CATEGORIES REQUIRING PERCENT OF POPS WORKSHEETS (BLS 3400C)

POPS CATEGORY	TITLE
002	OVER-THE-COUNTER DRUGS, MEDICINES AND MEDICAL SUPPLIES
006	LAUNDRY AND DRY CLEANING, NOT COIN-OPERATED
007	LAUNDRY AND DRY CLEANING, SELF SERVICE
012	WHISKEY AND OTHER LIQUORS FOR HOME USE
014	ALCOHOLIC BEVERAGES PURCHASED IN RESTAURANTS AND BARS
024	HOUSEHOLD LINENS
025	DINNERWARE, GLASSWARE, FLATWARE, AND SERVING PIECES
026	INDOOR/OUTDOOR PLANTS AND GARDEN SUPPLIES
035	BOYS' CLOTHING AND ACCESSORIES
037	GIRLS' CLOTHING AND ACCESSORIES
039	INFANTS' AND TODDLERS' CLOTHING AND ACCESSORIES
042	REPAIR OF HOUSEHOLD APPLIANCES, EXCEPT RADIO, TV, SOUND EQUIPMENT
043	MAJOR HOUSEHOLD APPLIANCES
044	SMALL ELECTRIC APPLIANCES FOR KITCHEN, PERSONAL CARE, ETC
045	SOFT SURFACE FLOOR COVERING
046	WINDOW AND FURNITURE COVERINGS, UPHOLSTERY, DECORATIVE PILLOWS
049	RADIOS, TAPE RECORDERS/PLAYERS, AND PHONOGRAPHS
053	PICTURES, MIRRORS, CLOCKS, AND OTHER HOME DECORATIONS
054	HOUSEHOLD FURNITURE
059	HOSPITAL CARE
065	BICYCLES, BICYCLE PARTS AND ACCESSORIES, AND BICYCLE REPAIR
067	SPORTS EQUIPMENT, INCLUDING UNPOWERED SPORTS VEHICLES
069	INFANTS' FURNITURE AND EQUIPMENT
070	PATIO, PORCH, OTHER OUTDOOR FURNITURE AND EQUIPMENT
072	HARD SURFACE FLOORING AND FLOOR COVERING
076	NONELECTRIC COOKWARE, KITCHEN UTENSILS, LAUNDRY AND CLEANING EQUIPMENT, CLOSET STORAGE ITEMS
077	AUTOMOTIVE REPAIR TO ENGINE AND RELATED EQUIPMENT
078	MISCELLANEOUS AUTOMOTIVE REPAIR, MAINTENANCE, SERVICING
079	AUTOMOTIVE PARTS, ACCESSORIES, AND PRODUCTS, EXCLUDING TIRES
082	FISH AND SEAFOOD
083	PROCESSED FRUITS AND VEGETABLES
084	FATS, OILS, PEANUT BUTTER, SALAD DRESSINGS, DAIRY PRODUCT SUBSTITUTES
085	SUGAR AND OTHER SWEETS, FOR HOME USE

POPS CATEGORIES REQUIRING PERCENT OF POPS WORKSHEETS (BLS 3400C)

POPS CATEGORY	TITLE
086	COFFEE, TEA, FRUIT FLAVORED DRINKS, OTHER NONCARBONATED BEVERAGES
087	APPAREL AND ACCESSORY ALTERATION, REPAIR, AND RENTAL
088	WATCHES, JEWELRY, AND REPAIR
101	GASOLINE AND OTHER VEHICLE FUELS
102	TOBACCO PRODUCTS
103	PERSONAL CARE ITEMS
104	CLEANING AND LAUNDRY PRODUCTS, PAPER SUPPLIES, OTHER HOUSEHOLD SUPPLIES
105	BAKERY PRODUCTS
106	MEATS AND POULTRY
107	DAIRY PRODUCTS, INCLUDING EGGS
108	FRESH FRUITS AND VEGETABLES
109	CARBONATED BEVERAGES FOR HOME USE
110	MISCELLANEOUS PREPARED FOODS, CEREALS, CONDIMENTS, AND SEASONINGS
111	MEALS IN RESTAURANTS, CAFETERIAS, CARRYOUTS, DRIVE-INS
117	SOCKS, UNDERWEAR, SLEEPWEAR, AND BATHROBES FOR MEN
120	SEPARATES AND COORDINATES FOR WOMEN
123	SEWING MATERIALS AND NOTIONS
126	FILM AND FILM PROCESSING
127	MATERIALS, AND SUPPLIES FOR MAJOR HOME REPAIRS
129	HARDWARE ITEMS, HAND TOOLS, AND OTHER MATERIALS FOR MINOR HOME REPAIRS
304	HOUSING AT SCHOOL (EXCLUDING BOARD)
307	HOMEOWNERS' AND TENANTS' INSURANCE
308	UTILITY NATURAL GAS SERVICE
310	FUEL OIL, KEROSENE, BOTTLED OR TANK GAS, COAL, AND WOOD
311	ELECTRONIC EQUIPMENT FOR NON-BUSINESS USE IN THE HOME
313	LONG DISTANCE TELEPHONE SERVICE
334	BANK SERVICES
355	BOOKS PURCHASED THROUGH BOOK CLUBS AND SETS OF REFERENCE BOOKS
363	DOMESTIC HOUSEHOLD SERVICES

APPENDIX F. TELEPHONE COLLECTION

This is a list of ELIs that may be priced by telephone. In some cases permission may be granted to price by telephone ELIs not included on this list. If the Field Representative believes that an outlet could be priced more efficiently by telephone -- because of travel time to the outlet or difficulty in contacting the respondent etc. -- a request for permission to price by phone should be submitted on an SO-608A. All requests to price by phone should be submitted on an SO-608A.

Periodic personal visits must be made to outlets that are priced by telephone to insure that the item or service being priced is still available and properly described and to maintain contact with the respondent on a more personal basis. The personal visit will usually be required at least once every twelve months; however, more frequent personal visits may be required for selected ELIs. Operating instructions and/or messages on the pricing schedule will provide more specific details.

Each regional office receives periodic listings of the outlets requiring personal visits and the number of times the "personal visit required" message has appeared for each outlet.

Personal visits need not be made the first time the "personal visit required" message appears on the pricing schedule. The annual visit may be postponed if postponing the visit would allow for a more efficient use of resources. For example, a personal visit may be delayed so that all personal visits to a distant area can be made during the same month.

Outlets which the Field Representative feels should not require an annual personal visit -- due to cooperation problems, etc. -- a request for exemption should be submitted on an SO-608A.

Personal visits should be scheduled throughout the calendar year to make more effective use of resources.

NOTE: All substitutions, reinitiations, and initiations must be made by personal visit.

EC-20 (All ELIs)	Alcoholic Beverages
ELI 21021	Lodging While Out of Town
ELI 23011	Inside Home Maintenance and Repair Service
ELI 24013	Lumber, Paneling, Wall and Ceiling Tile, Awnings, Glass
EC-25 (All ELIs)	Fuel Oil and Other Fuels
ELI 26021	Utility Natural Gas Service
EC-27 (All ELIs)	Other Utilities and Public Services
ELI 34041	Gardening and Lawncare Services
ELI 34043	Moving, Storing, Freight Expense

ELI 34044	Household Laundry and Dry Cleaning, Excluding Coin-Operated
ELI 34061	Repair of Television, Radio, and Sound Equipment
ELI 34062	Repair of Household Appliances
ELI 34063	Reupholstery of Furniture
EC-44 (All ELIs except 44012)	Apparel Services
EC-47 (All ELIs)	Motor Fuel, Motor Oil, Coolant and Fluids
ELI 48011	Tires
ELI 51011	Automobile Finance Charges
EC-52 (All ELIs)	Vehicle Rental, Registration, and Inspection
ELI 53021	Intercity Bus Fare
ELI 53031	Intracity Mass Transit
ELI 53032	Taxi Fare
ELI 53033	Car and Van Pools
EC-54 (All ELIs)	Prescription Drugs and Medical Supplies
ELI 59011	Newspapers
ELI 59021	Magazines
ELI 61022	Photographic and Darkroom Supplies
EC-62 (All ELIs)	Entertainment Services
EC-63 (All ELIs)	Tobacco Products
EC-65 (All ELIs)	Personal Care Services
ELI 66011	College Textbooks
EC-67 (All ELIs)	Daycare, Tuition, and Other School Fees
EC-68 (All ELIs)	Legal, Financial, and Funeral Services
ELI 72601	Natural Gas 40 Therms
ELI 72611	Natural Gas 100 Therms

APPENDIX G. WASHINGTON OFFICE DESIGNATED SEASONAL ELI'S (WODS)

ELI NUMBER	ELI TITLE	REGION [1]			
		1	2	3	4
11011	Apples	X	-	-	X
11031	Oranges	X	X	X	X
11041	Other Fresh Fruits	X	X	X	X
36011	Men's Suits	X	X	X	X
36012	Men's Sport Coats and Tailored Jackets	X	X	X	X
36013	Men's Coats and Jackets	X	X	X	X
36032	Men's Nightwear	X	X	-	-
36034	Men's Sweaters	X	X	X	X
36035	Men's Active Sportswear	X	X	X	X
36041	Men's Shirts	X	X	-	-
37011	Boys' Coats and Jackets	X	X	X	X
37012	Boys' Sweaters	X	X	X	X
37013	Boys' Shirts	X	X	X	X
37015	Boys' Accessories	X	X	X	X
37017	Boys' Active Sportswear	X	X	X	X
38011	Women's Coats and Jackets	X	X	X	X
38021	Women's Dresses	X	X	X	X
38031	Women's Tops	X	X	X	X
38032	Women's Skirts	X	X	X	X
38033	Women's Pants and Shorts	X	X	X	X
38034	Women's Active Sportswear	X	X	X	X
38041	Women's Nightwear	X	X	-	X
38044	Women's Accessories	X	X	-	-
38051	Women's Suits	X	X	X	X
39011	Girls' Coats and Jackets	X	X	X	X
39012	Girls' Dresses and Suits	X	X	X	X
39013	Girls' Tops	X	X	X	X
39014	Girls' Skirts and Pants	X	X	-	-
39015	Girls' Active Sportswear	X	X	X	X
39016	Girls' Underwear and Nightwear	X	X	X	X
39017	Girls' Hosiery and Accessories	X	X	X	X
40022	Girls' Footwear	X	-	-	X
40031	Women's Footwear	X	X	X	X
41011	Infants' and Toddlers' Outerwear	X	X	X	X
41012	Infants' and Toddlers' Play and Dresswear	X	X	X	X
41014	Infants' and Toddlers' Sleepwear	X	X	X	X
60011	Outboard Motors and Powered Sports Vehicles	X	X	-	-
60021	Indoor, Warm Weather and Winter Sports Equipment	X	X	X	X
60022	Hunting, Fishing, and Camping Equipment	X	X	-	-

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[1] Region refers to Census Regions: Region 1 -- Northeast; Region 2 -- Midwest; Region 3 -- South; and Region 4 -- West. An 'X' in the region column indicates that the ELI is designated seasonal in that region.

APPENDIX H. SPECIAL PROCEDURES

H.1 Initiation/Pricing in Cost Plus Stores

H.2 Initiation/Pricing for Mail-Order Catalog Outlets

H.3 Exception for Initiating an Item with a Zero Price

APPENDIX H.1 INITIATION/PRICING IN COST PLUS STORES

I. Overview

Cost plus stores apply a percentage markup to an item's shelf price at the checkout register in order to set that item's retail price. In practice, a single markup for all the items purchased by a customer is added to the sum of those items' shelf prices to arrive at a customer's bill. But, seen from the point of view of an individual item:

retail price = shelf price + markup

The specific markup percentage used by a cost plus store is usually governed by a series of dollar ranges which represent the sum of the shelf prices for the items purchased. Customer age is sometimes a determinant of the percentage markup as well. Typically, the percentage markup decreases as the dollar amount of the items purchased increases.

A typical cost plus setup might look like this:

Dollar range	Markup
$ 0 - $15	20%
15 - 25	18%
25 - 50	15%
50 - 100	13%
100 - 150	11.5%
Over 150 and all senior citizens	10%

II. Initiation

The following procedures must be followed when initiating items in a cost plus store:

A. For each quote:

1. Disaggregate to a dollar range using dollar volume sales, ranking, or equal probability as appropriate.
2. Assign equal probability in one dollar intervals to the dollar amounts included in the dollar range you have just selected. Choose an exact dollar amount. In the example above, if the selected range were $15 - $25, equal probability would be assigned to 15, 16, 17....., 24 and one of these would be selected as the exact dollar

amount. (To avoid working with an infinite number of dollar amounts when the upper-most range has been selected, put a cap on its largest value by using the same interval that is used in the preceding range. For example, using the setup described above, if "over $150" were the selected dollar range, you would assign equal probability to the numbers 150, 151, 152, ...199 the same interval that was used in the $100-150 range and select one of these amounts as the exact dollar amount.)

3. Record in Z99 (ZZ99) the exact dollar amount and the markup percentage you have selected.

4. Disaggregate to the item to be priced for the quote as usual.

5. Enter the current shelf price in a field message.

6. In the Price data element, enter the actual transaction price (i.e., the sum of the shelf price and the markup) to the nearest cent. In this example if a senior citizen bought an item with a shelf price of .32, the entry in Price would be .35 (.32 + (10% X .32) = .35 to the nearest cent).

B. For the outlet:

On an SO-608A inform the Washington Office of the full list of dollar ranges and markups used by the store. Retain a copy of this information that can be taken to the outlet each month and checked for changes.

III. Pricing

A. For the outlet:

Check the SO-608A describing the outlet's dollar ranges and markups for changes. Any change to the information on this SO-608A will require a substitution for each item priced in the outlet and a new SO-608A describing the revised pricing situation. As above, retain a copy of this SO-608A that can be checked each month for changes. Note, however, that changes of this nature are not expected frequently.

B. For each quote:

1. Perform any substitutions required by changes in the outlet's pricing structure and enter any new Cost Plus information in Z99(ZZ99).

2. Update in a field message by entering the shelf price.

3. Apply the percentage markup listed in Z99(ZZ99) to the shelf price and enter the retail price in Price.

4. All other normal pricing rules apply.

Periodically the Washington Office may initiate changes to the information in Z99(ZZ99) that adjust for inflation. You will be informed in advance of any Washington Office initiated changes.

APPENDIX H.3 Exception for Initiating an Item with a Zero Price

A fundamental rule of item eligibility at initiation is that items that are free are not eligible for initiation. Under specific circumstances, however, there is an exception to this rule. If an item selected during initiation is temporarily available at no charge, although there is normally a charge for the item, the item should be initiated with special procedures.

To initiate such an item, describe the item on the appropriate checklist but do not report a price in Price. Circle INITIATION INCOMPLETE in Item Availability and explain in a field message that the item is temporarily free and describe the circumstances under which the item is free (a current promotion, for example). When pricing, continue to circle INITIATION INCOMPLETE in Item Availability and to provide an explanation in a field message until either a price is established or it is determined that there will no longer be a charge for the item. If there will no longer be a charge for the item, substitute following the procedures described in Chapter 17, Substitutions.

An example, Community Antenna or Cable TV (ELI 27031):

During initiation, installation is selected by disaggregation using sales data from the past year. At the time of initiation, installation is temporarily free due to a special promotion. Describe installation on the checklist for ELI 27031, do not report a price in Price, circle INITIATION INCOMPLETE in Item Availability, and explain in Field Message, "Current promotion, installation is free."

APPENDIX J. WHEN TO COMPLETE AN SO-608A

The SO-608A, Information/Clarification Request, is used to explain any special circumstances at initiation or pricing, to ask a question, or to respond to a Washington Office message. The SO-608A must be used when providing information or asking questions about an entire outlet. The Field Message is the preferable method of explaining special pricing circumstances, asking questions, or responding to Washington Office messages about a specific quote. When a Field Message does not provide enough space, use an SO-608A to provide a full explanation of the situation, etc.

The specific situations which require that an SO-608A be completed are listed below with their Data Collection Manual chapter references.

SO-608A REQUIRED - INITIATION AND PRICING

1. When there is insufficient space in the Field Message to completely explain special initiation or pricing situations, to ask a question, or to respond to a Washington Office message. When you use an SO-608A in these situations, enter Standard Field Message F6 to alert the commodity analyst that you are sending an SO-608A concerning the quote.

2. When asking any question concerning an entire outlet. (There is no space for a response to outlet level questions on the BLS 3400, therefore the SO-608A is necessary to allow the Washington Office to respond.) (Chapter 9)

3. When the outlet is not located at the address on the facesheet and has relocated. (Give as much detail as possible about the items to be initiated or priced, the distance of the move, and whether the clientele has followed the outlet to its new location.) (Chapters 2 and 9)

SO-608A REQUIRED - INITIATION AND PRICING (continued)

4. When a new outlet replaces the outlet listed on the facesheet and the new outlet sells some of the same assigned ELIs. (Chapters 2 and 9)

5. When there are extenuating circumstances that make initiation/pricing impractical though the outlet is exempt from the 25 Mile Rule. (Chapter 3)

6. When there is a question as to which ELI category a particular item should be assigned. (Chapters 4 and 10)

7. To inform the Washington Office of the full list of dollar ranges and markups used by Cost Plus stores. (Appendix H.1)

SO-608A REQUIRED - INITIATION

1. When the respondent indicates that sales data is based on a period different from the expected reference period. (Chapter 5)

2. To explain mistakes in disaggregation. (Chapter 5)

3. To explain the problem when the Field Representative is unable to use standard disaggregation methods and/or procedures. (Chapter 5)

SO-608A REQUIRED - PRICING

1. To request changes in pricing periods. (Chapter 8)

2. To explain changes in Type of Business. (Chapter 8)

3. When the specific service assigned for pricing has not been performed in the past year. (Chapter 11)

4. To explain circumstances when an outlet no longer satisfies all outlet eligibility criteria. (Chapter 9)

5. When an outlet which sells relatively rare commodities or services moves. (The Washington Office may allow the Field Representative to continue to price such outlets.) (Chapter 9)

6. To report a change in selling seasons for a Washington Office Designated Seasonal ELI. (Chapter 15)

APPENDIX K LIST OF COMMON ABBREVIATIONS FOR USE IN A MESSAGE

These are optional abbreviations to use on any message.

Added	ADD	At,for	@
Always	ALW	Amount	AMT
Available	AVL	Average	AVG
Been	BN	Because	BC
Change	CHG	Checked	CHKD
Checklist	CHKLT	Comparable	COMP
Component	COMPO	Condition	COND
Correct	CORR	Current	CUR
Collection Period	CP		
Decrease	DEC	Delete	DEL
Disaggregate	DISAG	Disaggregation	DISAGN
Discount	DISC	Discontinue	DISCON
Error	ERR		
Field Representative	FR	Future	FUT
Have	HV		
Include	INCL	Incorrect	INCORR
Increase	INC	In Season	ISEAS
Lower	LW		
Manager	MGR	Merchandise	MDSE
Model	MOD	Month	MO
Not Applicable	NAP	Never	NEV
Not Available	NA, N/A		
Out of Season	OSEAS	Out of Scope	OSC
Package	PKG	Previous	PREV
Price	PR	Pricing Period	PP
Probably	PROB		
Quote	QC	Quantity	QTY
Rebate	REB	Regular	REG
Respondent	RESP		

Season	SEAS	Shipment	SHMT
Should	SHD	Size	SZ
Special	SP	Specification	SPEC
Should Have Been	SHB	Substitute	SUB
Temporary	TEMP		
Unable	UNAB	Unavailable	UNAVL
Unknown	UNK	Updated	UPDD
Weighed	WD	Weight	WT
With	W/	Without	W/O
Wrong	WRG		
Year	YR	Year Round	YRRD

For different forms of a word: Add the appropriate ending to the end of the abbreviation.

Examples: Included - INCLD
Includes - INCLS

Abbreviations for months:
JAN FEB MAR APR MAY JUN JUL AUG SEP OCT NOV DEC

Abbreviations for days of the week:
MON TUES WED THUR FRI SAT SUN

Example: PREV PR SHB $1.00 RESP ERR

APPENDIX L. STANDARD STATE ABBREVIATIONS

State	Abbrev.	State	Abbrev.
ALABAMA	AL	MISSOURI	MO
ALASKA	AK	MONTANA	MT
ARIZONA	AZ	NEBRASKA	NE
ARKANSAS	AR	NEVADA	NV
CALIFORNIA	CA	NEW HAMPSHIRE	NH
COLORADO	CO	NEW JERSEY	NJ
CONNECTICUT	CT	NEW MEXICO	NM
DELAWARE	DE	NEW YORK	NY
DISTRICT OF COLUMBIA	DC	NORTH CAROLINA	NC
FLORIDA	FL	NORTH DAKOTA	ND
GEORGIA	GA	OHIO	OH
HAWAII	HI	OKLAHOMA	OK
IDAHO	ID	OREGON	OR
ILLNOIS	IL	PENNSYLVANIA	PA
INDIANA	IN	RHODE ISLAND	RI
IOWA	IA	SOUTH CAROLINA	SC
KANSAS	KS	SOUTH DAKOTA	SD
KENTUCKY	KY	TENNESSEE	TN
LOUISIANA	LA	TEXAS	TX
MAINE	ME	UTAH	UT
MARYLAND	MD	VERMONT	VT
MASSACHUSETTS	MA	VIRGINIA	VA
MICHIGAN	MI	WASHINGTON	WA
MINNESOTA	MN	WEST VIRGINIA	WV
MISSISSIPPI	MS	WISCONSIN	WI
		WYOMING	WY

APPENDIX M. LIST OF ELIs THAT REQUIRE UPDATING

The following is a list of ELIs whose specification require annual updating. Specific instructions will appear on the pricing form in the Other Message section when updating is required. See Chapter 18, Substitutions, for procedures for updating model years of new vehicles.

ELI NUMBER	TITLE
ELI 35011	TENANTS' INSURANCE
ELI 45011	NEW CARS
ELI 45021	NEW TRUCKS
ELI 45031	NEW MOTORCYCLES
ELI 48021-04A	AUTOMOBILE TUNE-UP PARTS
ELI 49011	AUTOMOTIVE BODY WORK
ELI 49021	AUTOMOTIVE DRIVE TRAIN REPAIR
ELI 49022	AUTOMOTIVE BRAKE WORK
ELI 49023	REPAIR TO STEERING, FRONT END, COOLING SYSTEM & AIR CONDITIONING
ELI 49031	AUTOMOTIVE MAINTENANCE AND SERVICING
ELI 49041	AUTOMOTIVE POWER PLANT REPAIR
ELI 50011	AUTOMOBILE INSURANCE
ELI 51011	AUTOMOTIVE FINANCE CHARGES

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